

STRIKE FIGHTER SQUADRON TWO SEVEN INSTRUCTION 3750.3

Subj: AIRCRAFT PRE-MISHAP PLAN

Ref: (a) SECNAVINST 5720.44A (Public Affairs)  
(b) OPNAVINST 3100.6G (OPREP-3 Reporting)  
(c) OPNAVINST 3750.16B (Naval Participation in NTSB Investigations)  
(d) OPNAVINST 3750.6Q (Mishap Reporting)  
(e) OPNAVINST 5102.1C (Non-Aviation Mishap Reporting)  
(f) CINCPAC OPORD 201, ANNEX F  
(g) CINCUSNAVEUR/CINCLANTFLT/CINCPACFLTINST 3100.7 (OPREP-3 Reporting)  
(h) CINCPACFLTINST 3480.6F (SITREP)  
(i) COMNAVAIRPACINST 3750.16K (CNAP Safety Program)  
(j) COMNAVAIRPACINST 3750.17K (Mishap Reporting)  
(k) BUPERSINST 1770.3B (CACO Manual)  
(l) USFJPL 55-6  
(m) COMNAVFORJAPANINST 5720.14A (Coordination visit to Okinawa)  
(n) NAVAIR 00-80T-67-1 (Aircraft Safety Engineering Accident Investigation Guide)  
(o) JAGINST 5800.7B  
(p) COMSTRKFIGHTWINGPACINST 3750.1 (CSFWP Pre-Mishap Plan)  
(q) NAFATSUGIINST 3750.2D (Atsugi Pre-Mishap Plan)  
(r) CMS-1 (Communications Security Material System Policy and Procedures Manual)  
(s) MILPERSMAN

Encl: (1) Pre-Mishap Plan

1. Purpose. To serve as a guide for initiating, reporting and investigation procedures in the event of a mishap involving an aircraft assigned to Fighter Squadron TWO SEVEN.

2. Discussion. Prompt, accurate, detailed investigation and reporting of mishaps is a direct responsibility of each custodian of naval aircraft. This instruction covers the responsibilities of squadron personnel following a mishap. Enclosure (1) presents a systematic approach to timely compliance with those directives. References (a) through (s) contain specific procedures for the reporting and investigating an aircraft mishap, with pertinent portions incorporated into enclosure (1).

3. Action

a. General. All squadron officers will use enclosure (1) to become familiar with their responsibilities and tasks to be performed in the event of an aircraft mishap.

b. All Squadron Officers. In the event of a mishap, the phones shall be secured except for official, mishap related calls. No one should call home to discuss the mishap unless directed by the commanding officer. All officers should report to the SDO to assist with all details.

c. Aviation Safety Officer (ASO). The ASO shall periodically brief all squadron officers on their assigned responsibilities. He shall ensure that this instruction is maintained in a current status.

d. Squadron Duty Officer (SDO). The SDO shall become thoroughly familiar with enclosure (1) prior to standing the duty. The SDO will execute the mishap checklist until relieved by the commanding officer, executive officer, aviation safety officer, or senior member of the aircraft mishap board. The SDO shall task other officers to assist in completing sections of the pre-mishap plan and log events accordingly.

5. Review. The aviation safety officer is charged with the periodic review and update of this instruction.

K. C. HUTCHESON

Distribution:

SDO Desk, NAF Atsugi

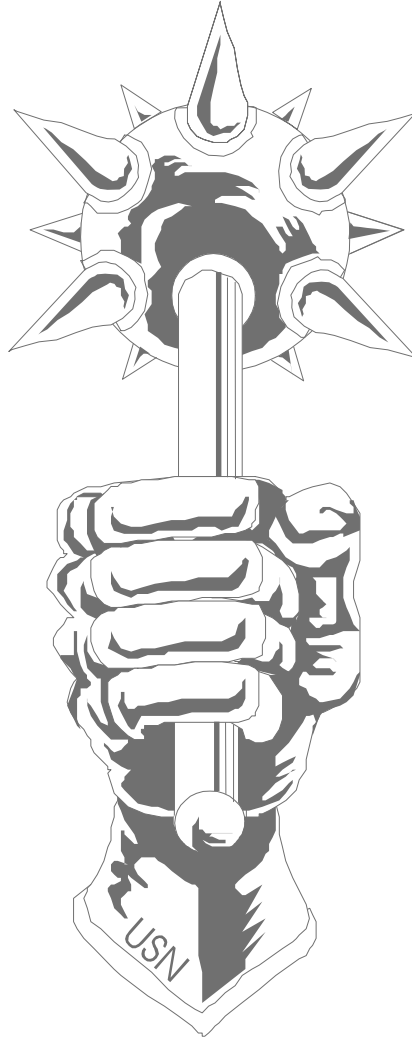
Safety, NAF Atsugi (for use on detachments)

SDO Desk CV-63

Safety, CV-63 (for use on detachments)



# VFA-27



## PRE-MISHAP PLAN

**COPY 3 OF 4 (USS KITTY HAWK)**

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# **Initial Notification**

## **YOU HAVE JUST BEEN INFORMED OF A POSSIBLE MISHAP**

- (1) REMOVE THE INITIAL INFORMATION/NOTIFICATION WORKSHEET FROM THE NEXT PAGE.
- (2) RECORD ALL AVAILABLE AND PERTINENT INFORMATION FROM THE NOTIFYING SOURCE ON THE WORKSHEET.
- (3) IF YOU ARE THE ASDO, CALL THE SDO IMMEDIATELY.
- (4) IF **SAR** NEEDS TO BE INITIATED OR THE ODO NOTIFIED, SEE **TAB 16**, THEN RETURN TO **TAB 1**.
- (5) IF NAVAL AIRCRAFT WERE INVOLVED IN ANY WAY (EVEN IF SOMEBODY JUST FELL OFF ONE), GO TO **TAB-1** TO DETERMINE THE MISHAP CATEGORY.
- (6) IF NAVAL AIRCRAFT WERE NOT INVOLVED AND THE INCIDENT INVOLVED AUTOMOBILE, RECREATIONAL, OR ANY SERIOUS INJURY, NOTIFY THE SAFETY OFFICER, DIVISION OFFICER, XO, AND CO USING **TAB 15**. REPORTING REQUIREMENTS ARE LISTED IN REFERENCE (E).
- (7) IF DEATH IS IMMINENT, GO TO **TAB 22**. IF A SERVICE MEMBER WAS KILLED, GO TO **TAB 23**. THE CO MAY ALSO OPT TO SEND A SITREP, **TAB 25**.
- (8) OTHER SERIOUS EVENTS MAY REQUIRE AN OPREP-3 REPORT, SEE **TAB 24**.

## **Initial Information/Notification Worksheet**

1. Gain as much of the following information as possible (as appropriate):

Local Time: \_\_\_\_\_ Zulu Time: \_\_\_\_\_

Caller's Name/Rank: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Aircraft Descriptions: \_\_\_\_\_

Aircraft Damage: \_\_\_\_\_

Location: \_\_\_\_\_

Parachute(s):            (yes)            (no)            (How many?) \_\_\_\_\_

Survivor(s) condition: \_\_\_\_\_

Is there fire?            (yes)            (no)            (unknown)

Are police there?        (yes)            (no)            (unknown)

Is a doctor there?        (yes)            (no)            (unknown)

Civilians killed?        (yes)            (no)            (unknown)

Civilians injured?        (yes)            (no)            (unknown)

Briefly describe accident:

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Who else notified? (Fire Department/Police Department/Ambulance/other, etc)

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Will caller remain on site?            (yes)            (no)



Caller's destination:

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Did caller witness mishap? (yes) (no)

Caller's address:

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Any other witnesses? (yes) (no)

Name(s)/Address(es): \_\_\_\_\_

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Weather at scene: \_\_\_\_\_

Nearest crossroads/landmarks: \_\_\_\_\_

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Is helo landing site available? (yes) (no)

**NOTES:**

- A. Advise the caller of potential explosive hazards, the hazard of burned carbon fiber, and other hazardous materials, and to warn others to remain well clear.**
- B. Ask caller if he can direct fire, police or ambulance personnel to the mishap scene.
- C. Ask caller to attempt to keep people out of the area and not to remove any aircraft parts.
- D. Ask caller to preserve wreckage until military/civilian law enforcement personnel arrive, if possible.

INITIAL NOTIFICATION – C

**TAB 1**  
**MISHAP CATEGORY**

## **MISHAP CATEGORY**

**(1) DETERMINE MISHAP CATEGORY FROM CHART 1-1.**

**(2) IF YOU HAVE A FLIGHT MISHAP (FM), FLIGHT RELATED MISHAP (FRM) OR AN AIRCRAFT GROUND MISHAP (AGM) CLASSIFICATION, GO TO **TAB-2****

**(3) IF NAVAL AIRCRAFT WERE NOT INVOLVED, MISHAP IS NOT REPORTABLE UNDER REFERENCE (D).**

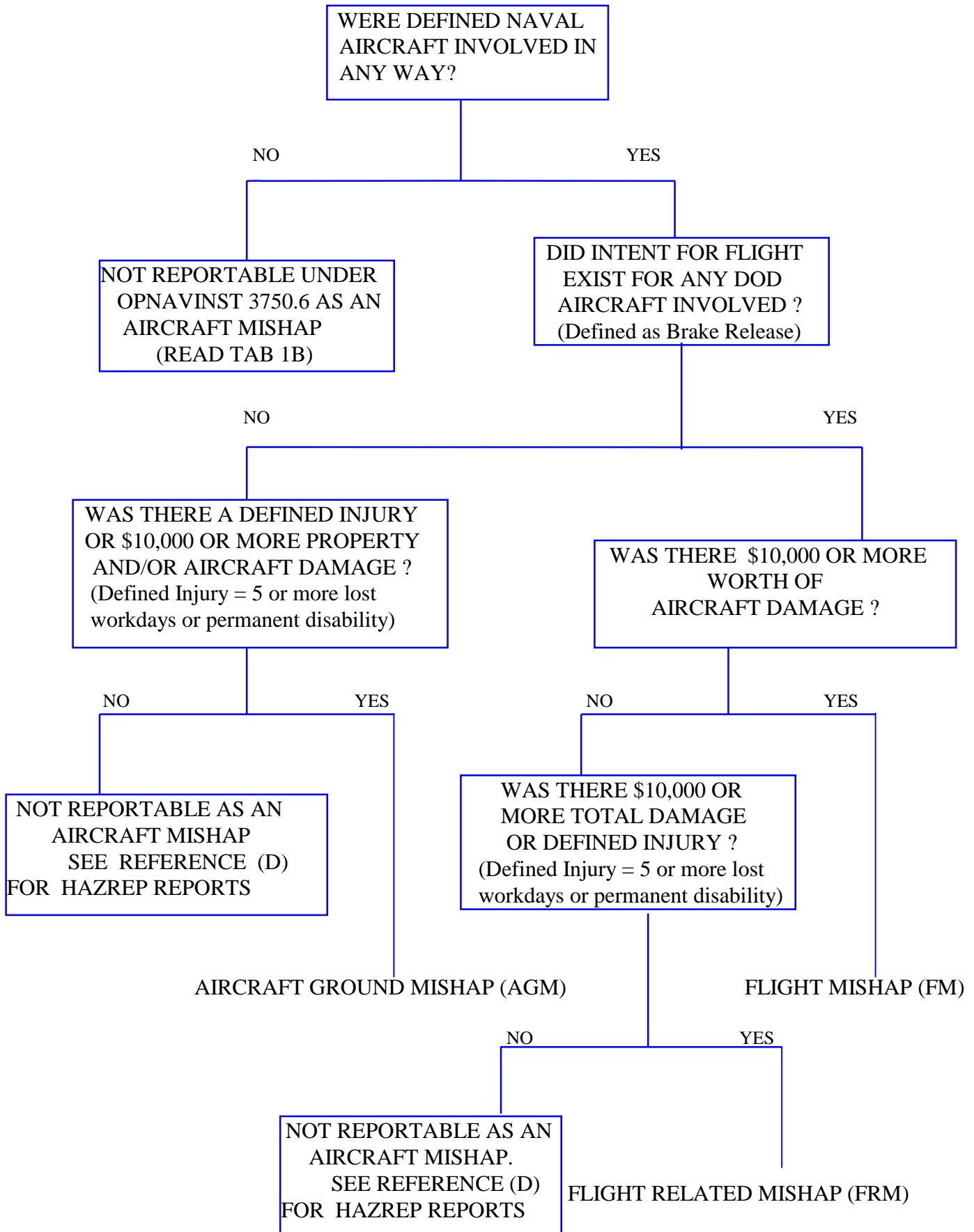
FOR EXAMPLE: AN INDIVIDUAL IS FATALLY OR SEVERELY INJURED IN AN OFF-DUTY MISHAP OR AN INDIVIDUAL IS FATALLY INJURED WHILE WORKING IN HIS SHOP. THESE INCIDENTS DO NOT INVOLVE NAVAL AIRCRAFT.

**(4) IF DEATH IS IMMINENT, GO TO **TAB 22**.**

**(5) IF A **SERVICE MEMBER WAS KILLED**, GO TO **TAB 23**. THE CO MAY ALSO OPT TO SEND A SITREP, **TAB 25**.**

**(6) NOTIFY THE SAFETY OFFICER, DIVISION OFFICER, XO, AND CO USING **TAB 15**.**

# MISHAP CATEGORIZATION



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**TAB 2**  
**SEVERITY CLASSIFICATION**

## **MISHAP SEVERITY CLASSIFICATION**

- (1) DETERMINE MISHAP SEVERITY CLASS BY USING THE CHART 2-1.
- (2) IF SEVERITY CLASS IS “A” OR “B,” YOU **MUST SUBMIT** AN OPREP-3 REPORT AND WITH SEVERAL TIME CRITICAL TASKS TO COMPLETE.
- (3) IF THERE IS SOME CONFUSION AS TO WHETHER THE MISHAP IS CLASS “C” OR “B,” SEND THE OPREP-3 AND THE SQUADRON CAN DOWNGRADE THE CLASS LATER.
- (4) IF SEVERITY CLASS IS “A” OR “B,” CONTINUE TO **TAB-3**.
- (5) IF SEVERITY CLASS IS “C” (LESS THAN 200,000 DOLLARS DAMAGE AND/OR NO PERMANENT DISABILITY) THERE IS **NOT** AN OPREP-3 REPORTING REQUIREMENT. THE FIRST REPORT DEADLINE IS 24 HOURS FROM THE MISHAP OCCURRENCE. INITIATE NOTIFICATION USING **TAB 15**.
- (6) IF SEVERITY CLASS “C,” **CO MAY** DESIRE TO SEND A UNIT SITREP. IF UNIT SITREP IS TO BE SENT, GO TO **TAB-25**.

TAB 2A

TAB 2B

# **SEVERITY CLASSIFICATION**

## **AIRCRAFT GROUND MISHAP (AGM)**

## **FLIGHT MISHAP (FM)**

## **FLIGHT RELATED MISHAP (FRM)**

WAS THERE A TOTAL  
COST OF DAMAGE OF  
\$1,000,000 OR MORE  
AND/OR  
AIRCRAFT DESTROYED  
AND/OR  
A FATAL INJURY  
AND/OR  
PERMANENT TOTAL  
DISABILITY ?

WAS THERE A TOTAL  
COST OF DAMAGE OF  
\$1,000,000 OR MORE  
AND/OR  
AIRCRAFT DESTROYED  
AND/OR  
A FATAL INJURY  
AND/OR  
PERMANENT TOTAL  
DISABILITY ?

WAS THERE A TOTAL  
COST OF DAMAGE OF  
\$1,000,000 OR MORE  
AND/OR  
A FATAL INJURY  
AND/OR  
PERMANENT TOTAL  
DISABILITY ?

NO

YES

WAS THERE A TOTAL COST OF DAMAGE  
OF \$200,000 OR MORE  
BUT LESS THAN \$1,000,000  
AND  
PERMANENT PARTIAL DISABILITY  
AND/ OR  
HOSPITALIZATION OF 5 OR MORE PERSONNEL ?

**SEVERITY CLASS A**

NO

YES

WAS THERE A TOTAL COST OF  
DAMAGE OF \$10,000  
BUT LESS THAN \$200,000  
AND/OR  
FIVE LOST WORKDAYS?

**SEVERITY CLASS B**

NO

YES

NOT REPORTABLE AS AN  
AIRCRAFT MISHAP. SEE  
REFERENCE (D) FOR  
HAZARD REPORTS.

**SEVERITY CLASS C**  
(NO IMMEDIATE REPORTS – SEE TAB 26 & 27)

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**TAB 3**  
**ACTION CHECKLIST**

## **MISHAP**

- (1)** USE THE BLANK "MISHAP LOG" SHEETS, **TAB-4**, TO TRACK THE SEQUENCE OF EVENTS AS THEY OCCUR. THE MISHAP BOARD WILL NEED ANY AND ALL INFORMATION SO, WRITE IT ALL DOWN.
- (2)** USE **TAB-3**, TO GUIDE YOU THROUGH THE REQUIRED ACTIONS. LOG TIMES THE ACTIONS WERE COMPLETED IN THE RIGHT COLUMN. DELEGATE SECTIONS OF THE PACKAGE TO AVAILABLE PERSONNEL
- (3)** DO NOT BE LATE WITH THE OPREP-3 REPORTING.

## **DUTY OFFICER MISHAP ACTION CHECKLIST**

\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED \*\*

<b><u>STEP</u></b>	<b><u>DEADLINE</u></b>	<b><u>ACTION</u></b>	<b><u>TAB</u></b>	<b><u>TIME</u></b>
1	ASAP	Initiate SAR/Notify ODO (if required) (Nearest Suitable Facility)	16	_____
2	ASAP	Determine MISHAP Categorization and Reporting Requirements	1 & 2	_____
3	ASAP	Notify CO / CAG / Initiate Recall	15	_____
4	5 MIN (Do NOT Delay)	5 Minute OPREP-3 Phone report	5 - 8	_____
5	ASAP	Collect mishap aircraft and aircrew logbooks and records	27	_____
6	< 20 MIN	COMNAVFORJAPAN Phone Call	9 & 10	_____
7	< 20 MIN	CTF-70 Phone Call	9 & 10	_____
8	< 20 MIN	COMSTRKFIGHTWINGPAC Phone Call	11	_____
9	20 MIN (Do NOT Delay)	20 Minutes OPREP-3 Message (CV-63 OPS may issue if ship involved – provide inputs and ensure message is released)	12 & 13 / 14	_____
IF DEATH IMMINENT: SEE IMMINENT DEATH RETIREMENT			22	_____
IF DEATH IS INVOLVED, NOTIFY NEXT OF KIN			23	_____
10	60 MIN	Safety Center 60 min. phone report (Class A only)	17	_____
11	60 MIN	COMNAVAIRPAC phone report	18	_____
12	60 MIN	Draft press release (if required) (base PAO may handle)	19	_____

TAB 3B

13	4 HRS	Send initial MISHAP report (Class C 24 HRS)	26	_____
14	4 HRS	Send unit SITREP	25	_____
15	4 HRS	FAA Telephone Call (FAA / Civil Aircraft Involved)	20	_____
16	12 HRS	Send loss of COMSEC equipment letter	21	_____
17	12 HRS	Engine transition RPT (MO)	Ref (4790)	_____
18	24 HRS	Send x-ray/ equipment loss report	Ref (4790)	_____

**\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED \*\***

# MISHAP LOG

LOG ANY EVENT THAT MAY HAVE A BEARING ON THE MISHAP. INCLUDE ANY INFORMATION THAT MAY BE HELPFUL IN RECONSTRUCTING THE SEQUENCE OF EVENTS.

[illegible]

## MISHAP TIME LINE

(CONTINUED)

[illegible]

**TAB 5**  
**OPREP-3 REPORTING**

## **OPREP-3 REPORTING**

(1) REFER TO TAB 5B.

(2) DETERMINE WHETHER YOU NEED TO SUBMIT AN OPREP-3 **PINNACLE** OR AN OPREP-3 **NAVY BLUE**.

(3) IF YOU ARE NOT SURE WHICH TYPE OF OPREP-3 REPORT TO SUBMIT, SEND A PINNACLE.

(4) ADDITIONAL EXAMPLES OF PINNACLE/NAVY BLUE REPORTABLE EVENTS CAN BE FOUND STARTING ON TAB 6.

(5) GO TO **TAB 6** FOR 5 MINUTE TELEPHONE REPORT NUMBERS.

(6) **EMBARKED.** *IF* SHIP FACILITIES WERE INVOLVED, THE 5-MINUTE PHONE CALL AND THE INITIAL 20 MINUTE MESSAGE *MAY* BE SENT BY THE SHIPS' OPERATIONS OFFICER. CALL:

SHIPS OPS O: 6200, 6201, 3030

TO COORDINATE AND PROVIDE INPUTS. THE MESSAGE WILL PROBABLY BE WRITTEN THROUGH

STRIKE OPERATIONS: 6260, 6261.

BE PREPARED TO DO IT ALL YOURSELF.

**VERIFIED: 25 OCT 98**

## **OPREP-3 CATEGORY**

- (1) DETERMINE WHETHER PINNACLE OR NAVY BLUE IS MORE APPROPRIATE

### **FLAGWORD / PRECEDENCE**

#### **PINNACLE / FLASH**

1. CIVILIAN FATALITIES.
2. WIDESPREAD SERIOUS INJURIES.
3. CRASH IN POPULATED AREA OR ON FOREIGN LAND.

### **MISHAP GENERATES**

#### **NATIONAL LEVEL INTEREST**

#### **NAVY BLUE / IMMEDIATE**

#### **HIGH LEVEL NAVY INTEREST**

1. ANY CLASS A/B MISHAP NOT COVERED ABOVE.
2. CRASH AT SEA.
3. LOCAL MEDIA INTEREST LIKELY.

- (2) TELEPHONE NUMBERS FOR OPREP-3 REPORTING ARE ON **TAB-6**.

- (3) FOR OPREP-3 **PINNACLE**-GO TO **TAB-7**.

- (4) FOR OPREP-3 **NAVY BLUE**-GO TO **TAB-8**.

- (5) IF UNSURE, USE PINNACLE.

- (6) FOR ADDITIONAL EXAMPLES OF PINNACLE/NAVY BLUE REPORTABLE EVENTS, SEE TAB 24.

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**TAB 6**  
**5 MINUTE OPREP-3 VOICE REPORT**

## **OPREP-3 REPORTING**

### **INITIAL 5 MINUTE OPREP VOICE REPORT**

**\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED \*\***

**(1) IF YOU CAN'T REACH CINCPACFLT, CALL THE NATIONAL MILITARY COMMAND CENTER (NCC) IN WASHINGTON, DC.**

**(2) IF YOU ARE CALLING IN AN OPREP-3 **PINNACLE**-GO TO **TAB-7**.**

**(3) IF YOU ARE CALLING IN AN OPREP-3 **NAVY BLUE**-GO TO **TAB-8**.**

**(4) **EMBARKED**. *IF* SHIP FACILITIES WERE INVOLVED, THE 5-MINUTE PHONE CALL AND THE INITIAL 20 MINUTE MESSAGE *MAY* BE SENT BY THE SHIPS' OPERATIONS OFFICER. CALL:**

SHIPS OPS O: 6200, 6201, 3030

TO COORDINATE AND PROVIDE INPUTS. THE MESSAGE WILL PROBABLY BE WRITTEN THROUGH

STRIKE OPERATIONS: 6260 OR 6261.

BE PREPARED TO DO IT ALL YOURSELF.

**VERIFIED: 25 OCT 98**

## **INITIAL 5 MINUTE VOICE MESSAGE**

**INITIAL PHONE CALL TO CINCPACFLT MUST OCCUR WITHIN THE FIRST 5 MINUTES. A DUTY OFFICER IS THERE 24 HOURS A DAY.**

### **CINCPACFLT:**

**COMMERCIAL** 0011-808-471-3201 / 8745 / 3202 / 3203 / 5208 / 8322

**DSN** 471-3201 / 8745 / 3202 / 3203 / 5208

**IF UNABLE TO GET THROUGH, CALL THE NATIONAL COMMAND CENTER**

### **NATIONAL COMMAND CENTER:**

**DSN** (312) 225-0231 / (312) 937-1550

**COMMERCIAL** (202) 695-0231

(This is the Navy Tactical Switchboard. Ask for the National Command Center)

### **PHONE ACCESS FROM ATSUGI:**

**COMMERCIAL:** USE THE PHONE ADJACENT TO THE COFFEE POT OR LINE 2 ON THE SDO PHONE.

**DSN:** USE THE SDO PHONE, OR THE PHONE FROM ANY DEPARTMENT HEAD OR CO / XO.

### **PHONE ACCESS FROM CV-63:**

**POTS LINE:** USE THE SDO, MAINT, OR CO's PHONE. CAG OPS THE OPSO, XO, AND CO WILL HAVE THE **POTS ACCESS NUMBER:** \_\_\_\_\_

**DSN:** ENTER THE POTS ACCESS NUMBER. AT THE SECOND DIAL TONE, ENTER THE DSN NUMBER (OTHER THAN 315)

**COMMERCIAL:** ENTER THE POTS ACCESS NUMBER. AT THE SECOND DIAL TONE, ENTER:

CONUS: 97 + Area Code + Number

800: 99 + 1 + 800 + Number

Military Operator: 0

Commercial Operator: 99 + 00

**INMARSAT:** AVAILABLE IN SHIP OPS, AIR OPS, OR TFCC.

**COMM CENTER** (03-20-4Q)

**PHONE ACCESS ON DET:** see **TAB 16** for access information:

TAB 6B

**VERIFIED:** \_\_\_\_\_

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**TAB 7**  
**OPREP-3 PINNACLE VOICE REPORT**

## **OPREP-3 REPORTING**

### **OPREP-3 PINNACLE 5 MINUTE VOICE REPORT**

**\*\* DO NOT RELEASE NAMES OF PERSONNEL \*\***

**(1) FOLLOW VOICE MESSAGE TEMPLATE ON THE RIGHT SIDE OF THIS TAB.  
TAB 6C IS A SAMPLE.**

**(2) GIVE AVAILABLE INFORMATION.....DO NOT DELAY VOICE REPORT IF  
DETAILS ARE NOT AVAILABLE.**

**(3) YOUR NEXT OPREP REPORTING DEADLINE IS A 20 MINUTE OPREP-3  
PINNACLE MESSAGE AT **TAB-13.****

**VOICE MESSAGE TEMPLATE**  
**PINNACLE**

YOU: "CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27 OPREP-3  
PINNACLE OVER."

CINCPACFLT: "STRIKE FIGHTER SQUADRON 27 THIS IS CINCPACFLT. SEND  
OPREP-3 PINNACLE OVER."

YOU: "CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27."

"FLASH"

(CIRCLE APPLICABLE ITEM)

"UNCLASSIFIED"

"SECRET"

"CONFIDENTIAL"

"OPREP-3 PINNACLE"

LINE 1: N/A

LINE 2: INCIDENT (TYPE INCIDENT, LOCATION, TIME)

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LINE 3: NARRATIVE (BRIEF DESCRIPTION OF WHAT YOU KNOW BASED ON  
AVAILABLE INFORMATION) **(DO NOT SPECULATE)**

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**EXAMPLE OPREP-3P VOICE MESSAGE**  
**PINNACLE**

"CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27 OPREP-3 PINNACLE  
OVER"

"STRIKE FIGHTER SQUADRON 27 THIS IS CINCPACFLT. SEND OPREP-3  
PINNACLE OVER"

"CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27"

"FLASH"

"UNCLASSIFIED"

"OPREP HYPHEN THREE PINNACLE"

"LINE TWO, INCIDENT, AIRCRAFT ACCIDENT NAF ATSUGI JAPAN ONE  
SEVEN FOUR FIVE ZULU"

"LINE THREE, NARRATIVE, F/A-18 AIRCRAFT CRASHED DURING  
TAKEOFF FROM NAF ATSUGI PERIOD. PILOT EJECTED, INJURIES  
UNKNOWN PERIOD. AIRCRAFT CRASHED IN A POPULATED AREA  
PERIOD. MEDICAL PERSONNEL AND CRASH CREW HAVE BEEN  
DISPATCHED TO THE SCENE"

"OVER"

**TAB 8**  
**OPREP-3 NAVY BLUE VOICE REPORT**

## **OPREP-3 REPORTING**

### **OPREP-3 NAVY BLUE 5 MINUTE VOICE REPORT**

**\*\* DO NOT RELEASE NAMES OF PERSONNEL INVOLVED \*\***

**(1) FOLLOW VOICE MESSAGE TEMPLATE ON THE RIGHT SIDE OF THIS TAB. TAB 7C MAY BE USED AS A SAMPLE.**

**(2) GIVE AVAILABLE INFORMATION.....DO NOT DELAY VOICE REPORT IF DETAILS ARE NOT AVAILABLE.**

**(3) YOUR NEXT OPREP REPORTING DEADLINE IS A 20 MINUTE OPREP-3 NAVY BLUE MESSAGE AT **TAB-14**.**

**VOICE MESSAGE TEMPLATE**  
**NAVY BLUE**

YOU: "CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27 OPREP-3 NAVY BLUE OVER."

CINCPACFLT: "STRIKE FIGHTER SQUADRON 27 THIS IS CINCPACFLT. SEND OPREP-3 NAVY BLUE OVER."

YOU: "CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27."

"IMMEDIATE"

(CIRCLE APPLICABLE ITEM)

UNCLASSIFIED

SECRET

CONFIDENTIAL

“OPREP-3 NAVY BLUE”

LINE 1: INCIDENT (TYPE INCIDENT, LOCATION, TIME)

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LINE 2: NARRATIVE (BRIEF DESCRIPTION OF WHAT YOU KNOW BASED ON AVAILABLE INFORMATION) **(DO NOT SPECULATE)**

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**EXAMPLE OPREP-3 VOICE MESSAGE**  
**NAVY BLUE**

"CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27 OPREP-3 NAVY BLUE  
OVER"

"STRIKE FIGHTER SQUADRON 27 THIS IS CINCPACFLT. SEND OPREP-3  
NAVY BLUE OVER"

"CINCPACFLT THIS IS STRIKE FIGHTER SQUADRON 27"

"IMMEDIATE"

"UNCLASSIFIED"

"OPREP HYPHEN THREE NAVY BLUE"

"LINE TWO, INCIDENT, AIRCRAFT ACCIDENT, USS KITTY HAWK, SEA  
OF JAPAN, ONE SEVEN FOUR FIVE ZULU"

"LINE THREE, NARRATIVE, F/A-18 AIRCRAFT RAMP STRIKE DURING  
NIGHT APPROACH TO USS KITTY HAWK. PILOT EJECTED AND SAR IN  
PROGRESS. INJURIES UNKNOWN. AIRCRAFT LOST AT SEA PERIOD"

"OVER"

## PHONE ACCESS

### FROM ATSUGI:

**COMMERCIAL:** USE THE PHONE ADJACENT TO THE COFFEE POT OR THE SDO PHONE LINE 2. DIAL 0011 AND THEN THE NUMBER

**DSN:** USE THE SDO PHONE, OR THE PHONE FROM ANY DEPARTMENT HEAD OR CO / XO OFFICES.

### FROM CV-63:

**POTS LINE:** USE THE SDO, MAINT, OR CO's PHONE. CAG OPS THE OPSO, XO, AND CO WILL HAVE THE **POTS ACCESS NUMBER:** \_\_\_\_\_

**DSN:** ENTER THE POTS ACCESS NUMBER. AT THE SECOND DIAL TONE, ENTER THE DSN NUMBER (OTHER THAN 315)

**COMMERCIAL:** ENTER THE POTS ACCESS NUMBER. AT THE SECOND DIAL TONE, ENTER:

CONUS: 97 + Area Code + Number

INTERNATIONAL: 99 + 011 + Country Code + City Code  
+ Number

800: 99 + 1 + 800 + Number

Military Operator: 0

Commercial Operator: 99 + 00

**INMARSAT:** AVAILABLE IN SHIP OPS, AIR OPS, OR TFCC.

**COMM CENTER** (03-20-4Q)

On DET: see **TAB 16** for phone access info

VERIFIED: \_\_\_\_\_

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## **CTF 70 & COMNAVFORJAPAN PHONE REPORT**

CTF 70 & COMNAVFORJAPAN REQUIRE A VOICE REPORT CONCERNING INCIDENT DETAILS PRIOR TO OPREP-3 MESSAGE RELEASE.

DO AS SOON AS POSSIBLE AFTER THE MISHAP, BUT DO NOT DELAY THE OPREP-3 FIVE MINUTE PHONE CALL OR 20 MINUTE MESSAGE.

1. COMNAVFORJAPAN DUTY OFFICE(DSN) 243-7666/7667
2. CTF 70 DUTY OFFICE IN YOKOSUKA (DSN) 243-7681 OPS (Work hours)  
243-6515  
243-7483 / 7484 / 7481 (24 HOUR WATCH)

CTF 70 ABOARD SHIP: CALL TFCC: 3024 / 3042

3. IF UNABLE TO REACH CTF 70, CALL COMNAVFORJAPAN DUTY OFFICE AND HAVE THEM PASS THE INFORMATION.

4. PROVIDE THE FOLLOWING INFORMATION:

- A. YOUR NAME AND RANK
- B. ORGANIZATION (VFA-27)
- C. MODEL OF AIRCRAFT INVOLVED (F/A-18C)
- D. BRIEF MISHAP NARRATIVE
- E. AIRCREW INJURY STATUS
- F. SAR STATUS
- G. AIRCRAFT DAMAGE ASSESSMENT

COMNAVFORJAPAN phone report made  
(time/initial) \_\_\_\_\_ / \_\_\_\_\_

CTF 70 phone report made  
(time/init) \_\_\_\_\_ / \_\_\_\_\_

VERIFIED: \_\_\_\_\_

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## **STRKFIGHTWINGPAC PHONE CALL**

DO AS SOON AS POSSIBLE AFTER THE MISHAP  
DO NOT DELAY THE OPREP-3 REPORTING

1. CALL THE NUMBERS IN THE ORDER LISTED UNTIL YOU REACH SOMEBODY, THEN STOP. WHOEVER YOU REACH AT THE WING WILL TAKE CARE OF THE REST OF THE COMSTRKFIGHTWINGPAC NOTIFICATION.

2. READ THE TEXT OF OPREP-3 (20 MINUTE) MESSAGE PRIOR TO RELEASING IT. IF YOU CAN NOT GET THROUGH TO THE WING, DO NOT DELAY THE 20 MINUTE MESSAGE. GO TO **TABS 12 - 14** AND DRAFT OPREP-3 MESSAGE.

**COMMERCIAL: 001-1-209-998-XXXX**

**DSN: 949-XXXX**

**PRECEDENCE**  
COMSTRKFIGHTWINGPAC  
(COMMODORE'S OFFICE)

**NUMBER**  
-XXXX

OPERATIONS OFFICER

-XXXX

SAFETY OFFICER

-XXXX

VERIFIED: \_\_\_\_\_

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# OPREP-3 AND SITREP

## SPECIAL INCIDENT SERIAL NUMBER LOG

EACH NEW INCIDENT WILL HAVE ITS OWN 3-DIGIT CODE, STARTING WITH 001 FOR THE FIRST INCIDENT EACH CALENDAR YEAR. LETTER SUFFIXES ARE ADDED TO SUBSEQUENT REPORTS CONCERNING THE SAME INCIDENT (I.E. 001, 001A, 001B, ETC.).

SERIAL NUMBER	INCIDENT DESCRIPTION	TYPE REPORT
001		[PINNACLE] [NAVY BLUE] [SITREP]
	DTG	
002		[PINNACLE] [NAVY BLUE] [SITREP]
003		[PINNACLE] [NAVY BLUE] [SITREP]
004		[PINNACLE] [NAVY BLUE] [SITREP]
005		[PINNACLE] [NAVY BLUE] [SITREP]

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**TAB 13**  
**OPREP-3 PINNACLE MESSAGE**

**OPREP-3 REPORTING**  
**OPREP-3 PINNACLE 20 MINUTE MESSAGE**

- (1) REMOVE OPREP-3 PINNACLE PACKAGE FROM THE RIGHT SIDE OF THIS TAB.
- (2) PEN IN THE REQUIRED INFORMATION.
- (3) RETRIEVE THE DISK LABELED “OPREP/SITREP” FROM THE FRONT OF THE BINDER. USE MICROSOFT WORD TO OPEN THE TEXT FILE “PINNCL1.TXT”. TYPE IN THE REQUIRED INFORMATION.
- (4) THE TEMPLATE ON THE RIGHT SIDE OF THIS TAB IS IDENTICAL TO THE ONE ON THE FLOPPY. DETERMINE WHICH ADDRESSEES ARE NOT NEEDED. DELETE THE ONES THAT DO NOT APPLY. OPTIONAL ADDRESSES ARE IN PARENTHESIS.
- (5) **DELETE ALL LOWER CASE TEXT AND PARENTHESIS.**
- (6) HAVE THE OPS YEOMAN OPEN THE MTF PROGRAM, ADD THE DATE TIME GROUP INFORMATION, AND PREPARE “PINNCL1.TXT” FOR RELEASE.
- (7) IF TIME PERMITS, CALL STRKFIGHTWINGPAC WITH THE TEXT OF THE 20 MINUTE MESSAGE PRIOR TO RELEASE (**TAB-11**).
- (8) **IF ALL THE INFORMATION IS NOT AVAILABLE, DON'T WAIT. YOU CAN SEND A FOLLOW ON MESSAGE LATER.**
- (9) **EMBARKED: IF** THE 20 MINUTE MESSAGE IS SENT BY THE SHIPS OPS OFFICER, YOU WILL STILL NEED TO REFERENCE THIS TAB TO PROVIDE SHIP OPS WITH REQUIRED INFORMATION.

## OPREP-3P PINNACLE MESSAGE FORMAT < PINNCL1.TXT>

ZTTUZYUW RUHPNQ0001 jdtttt-UUUU-RRRRRRR.  
UUUUU  
Z ddttttZ mmm yy  
FM STRKFITRON TWO SEVEN  
TO CNO WASHINGTON DC//NCC//  
USCINCPAC HONOLULU HI  
CINCPACFLT PEARL HARBOR HI//FCC//  
COMNAVAIRSYS COM PATUXENT RIVER MD//09F//  
COMSRKFIGHTWINGPAC LEMOORE CA//N00/N01/N30/N80//  
INFO COMSEVENTHFLT (or current fleet)  
CTF SEVEN ZERO (or current task force)  
COMNAVAIRPAC SAN DIEGO CA//00/01/012/36/40/73//  
COMUSJAPAN YOKOTA AB JA//J3/J35// (in WESTPAC / Japan)  
COMUSJAPAN COMMAND CENTER YOKOTA AB JA//J35// (in WESTPAC / Japan)  
COMNAVFORJAPAN YOKOSUKA JA//00/N3/N5// (in WESTPAC / Japan)  
COMNAVFORKOREA SEOUL KOREA (Korea oparea)  
AMEMBASY TOKYO (in WESTPAC / Japan)  
WESTPAC RCC KADENA AB JA (if SAR required)  
NAVY JAG ALEXANDRIA VA//00// (injury to civilians, damage to  
civilian property, violations of law)

COMCARAIRWING FIVE  
USS KITTY HAWK  
ONI SUITLAND MD//00//  
NAF ATSUGI JA//00// (in WESTPAC / Japan)  
NAF KADENA JA (if appropriate)  
NAF MISAWA JA (if appropriate)  
MCASIWAKUNI JA (if appropriate)  
OSAN AB KOR (if appropriate)  
JICPAC HONOLULU HI//00// (in WESTPAC / Japan)  
COMFAIRWESTPAC ATSUGI JA  
COMNAVSAFECEN NORFOLK VA//00/10/11/541//  
DIRNAVCRIMINVSERV WASHINGTON DC//02/21/22D/23/24// (terrorism or sabotage)  
NAVCRIMINVSERV FAREASTREG YOKOSUKA JA//00// (terrorism or sabotage)  
HQ PACAF HICKAM AFB HI//DOS// (SAR in progress)  
SEVENTHFLT PA LIASON  
FOSIF WESTPAC KAMI SEYA JA  
BT  
UNCLAS (classify if necessary)  
MSGID/OPREP-3P/VFA-27/001/-// (001 is serial number of first msg)  
REF/A/OPREP-3P/VFA-27/ddttttZmmmyy/-/NOTAL// (date time of initial voice report)  
AMPN/INITIAL VOICE REPORT TO CINCPACFLT//  
FLAGWORD/PINNACLE/-//  
TIMELOC/ddttttZmmmyy/(location:lat-long, or geo <20char)/INIT// (init,folup,final)  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/FA-18C/BUNO\_\_\_\_/VFA-27/OPERATING  
FROM\_\_\_\_\_ON A\_\_\_\_\_MISSION. (give any other pertinent facts, such as  
sar status, aircraft damage, injuries or fatalities.)//

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RMKS/ COMMANDER'S ESTIMATE: MINIMAL IMPACT ON OPERATIONAL READINESS.  
ABLE TO CONTINUE PRESENT MISSION. NO PRESS INTEREST EXPECTED. <or> PRESS  
INTEREST LIKELY. MISHAP REPORT TO FOLLOW. <if applicable>NCIS NOTIFIED.//  
BT

#0001

TAB 13

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**TAB 14**  
**OPREP-3 NAVY BLUE MESSAGE**

**OPREP-3 REPORTING**  
**OPREP-3 NAVY BLUE 20 MINUTE MESSAGE**

- (1) REMOVE OPREP-3 PINNACLE PACKAGE FROM THE RIGHT SIDE OF THIS TAB.
- (2) PEN IN THE REQUIRED INFORMATION.
- (3) RETRIEVE THE DISK LABELED “OPREP/SITREP” FROM THE FRONT OF THE BINDER. USE MICROSOFT WORD TO OPEN THE TEXT FILE “NAVBLU1.TXT.” TYPE IN THE REQUIRED INFORMATION.
- (4) THE TEMPLATE ON THE RIGHT SIDE OF THIS TAB IS IDENTICAL TO THE ONE ON THE FLOPPY. DETERMINE WHICH ADDRESSEES ARE NOT NEEDED. DELETE THE ONES THAT DO NOT APPLY. OPTIONAL ADDRESSES ARE IN PARENTHESIS.
- (5) **DELETE ALL LOWER CASE TEXT AND PARENTHESIS.**
- (6) HAVE THE OPS YEOMAN OPEN THE MTF PROGRAM, ADD THE DATE TIME GROUP INFORMATION, AND PREPARE “NAVBLU1.TXT.” FOR RELEASE.
- (7) IF TIME PERMITS, CALL STRKFIGHTWINGPAC WITH THE TEXT OF THE 20 MINUTE MESSAGE PRIOR TO RELEASE (**TAB-11**).
- (8) **IF ALL THE INFORMATION IS NOT AVAILABLE, DON'T WAIT. YOU CAN SEND A FOLLOW ON MESSAGE LATER.**
- (9) **EMBARKED: IF** THE 20 MINUTE MESSAGE IS SENT BY THE SHIPS OPS OFFICER. YOU WILL STILL NEED TO REFERENCE THIS TAB TO PROVIDE SHIPS OPS WITH HIM WITH REQUIRED INFORMATION.

# OPREP-3P NAVY BLUE MESSAGE FORMAT < NAVBLU1.TXT>

OTTUZYUW RUHPNQ0001 jdtttt-UUUU-RRRRRR.  
UUUUU  
O ddttttZ mmm yy  
FM STRKFITRON TWO SEVEN  
TO CNO WASHINGTON DC//NCC//  
USCINCPAC HONOLULU HI  
CINCPACFLT PEARL HARBOR HI//FCC//  
COMNAVAIRSYS COM PATUXENT RIVER MD//09F//  
COMSRKFIGHTWINGPAC LEMOORE CA//N00/N01/N30/N80//  
INFO COMSEVENTHFLT (or current fleet)  
CTF SEVEN ZERO (or current task force)  
COMNAVAIRPAC SAN DIEGO CA//00/01/012/36/40/73//  
COMUSJAPAN YOKOTA AB JA//J3/J35// (in WESTPAC / Japan)  
COMUSJAPAN COMMAND CENTER YOKOTA AB JA//J35// (in WESTPAC / Japan)  
COMNAVFORJAPAN YOKOSUKA JA//00/N3/N5// (in WESTPAC / Japan)  
COMNAVFORKOREA SEOUL KOREA (Korea oparea)  
AMEMBASY TOKYO (in WESTPAC / Japan)  
WESTPAC RCC KADENA AB JA (if SAR required)  
NAVY JAG ALEXANDRIA VA//00// (injury to civilians, damage to  
civilian property, violations of law)  
  
COMCARAIRWING FIVE  
USS KITTY HAWK  
ONI SUITLAND MD//00//  
NAF ATSUGI JA//00// (in WESTPAC / Japan)  
NAF KADENA JA (if appropriate)  
NAF MISAWA JA (if appropriate)  
MCASIWAKUNI JA (if appropriate)  
OSAN AB KOR (if appropriate)  
JICPAC HONOLULU HI//00// (in WESTPAC / Japan)  
COMFAIRWESTPAC ATSUGI JA  
COMNAVSAFECEN NORFOLK VA//00/10/11/541//  
DIRNAVCRIMINVSERV WASHINGTON DC//02/21/22D/23/24// (terrorism or sabotage)  
NAVCRIMINVSERV FAREASTREG YOKOSUKA JA//00// (terrorism or sabotage)  
HQ PACAF HICKAM AFB HI//DOS// (SAR in progress)  
SEVENTHFLT PA LIASON  
FOSIF WESTPAC KAMI SEYA JA  
BT  
UNCLAS (classify if necessary)  
MSGID/OPREP-3P/VFA-27/001/-// (001 is serial number of first msg)  
REF/A/OPREP-3P/VFA-27/ddttttZmmmyy/-/NOTAL// (date time of initial voice report)  
AMPN/INITIAL VOICE REPORT TO CINCPACFLT//  
FLAGWORD/NAVY BLUE/-//  
TIMELOC/ddttttZmmmyy/(location:lat-long, or geo <20char)/INIT// (init,folup,final)  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/FA-18C/BUNO\_\_\_\_/VFA-27/OPERATING  
FROM\_\_\_\_ON A\_\_\_\_MISSION. (give any other pertinent facts, such as  
sar status, aircraft damage, injuries or fatalities.)//  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
RMKS/ COMMANDER'S ESTIMATE: MINIMAL IMPACT ON OPERATIONAL READINESS.  
ABLE TO CONTINUE PRESENT MISSION. NO PRESS INTEREST EXPECTED. <or> PRESS  
INTEREST LIKELY. MISHAP REPORT TO FOLLOW. <if applicable>NCIS NOTIFIED.//  
BT  
#0001

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**TAB 15**  
**SQUADRON RECALL**

## **SQUADRON RECALL**

**\*\* DO NOT DISCUSS ANY ASPECTS OF THE MISHAPS WITH WIVES OR OTHER NON-SQUADRON PERSONNEL \*\***

- (1) RECALL NUMBERS ARE ON THE RIGHT SIDE OF THIS TAB.
- (2) IF YOU CANNOT CONTACT SOMEONE, CONTINUE DOWN THE LIST.
- (3) NOTIFY AS MANY OF THESE INDIVIDUALS AS POSSIBLE.

# VFA-27 RECALL BILL

<b>POSITION/NAME</b>	<b>SHIP</b>	<b>HOME</b>	<b>TIME</b>
CO      xxxxxxxxxxxx	-	xxxxxxxxxx	_____
(Notify CAG)	-	xxxxxxxxxx	_____
XO *    xxxxxxxxxxxx-		xxxxxxxxxx	_____
ASO *   xxxxxxxxxxxx	-	xxxxxxxxxx	_____
MO      xxxxxxxxxxxx	-	xxxxxxxxxx	_____
OPS     xxxxxxxxxxxx	-	xxxxxxxxxx	_____
AO **   xxxxxxxxxxxx	-	xxxxxxxxxx	_____
Maint. * xxxxxxxxxxxx	-	xxxxxxxxxx	_____
Ops. *   xxxxxxxxxxxx	-	xxxxxxxxxx	_____
PAO     xxxxxxxxxxxx	-	xxxxxxxxxx	_____
CMC     xxxxxxxxxxxx	-	xxxxxxxxxx	_____
FLIGHT SURGEON (xxxxxxxxx)-		xxxxxxxxxx	_____

**\* STANDING AIRCRAFT MISHAP BOARD**

**\*\* CACO**

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**TAB 16**  
**ODO / SAR NOTIFICATION**

- (1) IF YOU WERE NOT NOTIFIED OF THE MISHAP BY THE BASE OOD, CALL THE BASE OOD IMMEDIATELY. PHONE NUMBERS ARE ON THE OPPOSITE PAGE.
- (2) THE OOD HAS A CRASH PHONE WHICH WILL NOTIFY PERTINENT AGENCIES & INDIVIDUALS.
- (3) IF THE **MISHAP IS CLOSER TO ANOTHER MILITARY FACILITY**, THAT FACILITY IS RESPONSIBLE FOR SAR, INITIAL SITE SECURITY, ETC. NOTIFY THAT FACILITY. USE **TAB 16C** FOR A GUIDE.
- (4) **TABS 16D – 16L** HAVE LISTS OF PERTINENT PHONE NUMBERS FOR NUMEROUS AIRFILEDS AND THE SHIP.
- (5) **EMBARKED.** AIR OPS WILL HANDLE SAR INITIATION.

## SAR INITIATION

1. Notify base Operations and have them launch a SAR effort or call SAR directly and inform them of the aircraft mishap location. Attempt to notify the SAR facility closest to the mishap location but, in any case, notify an Air Operations department so they can alert other SAR facilities, if necessary. The mishap notification may have already informed you of the existence of a SAR effort.

Mishap/Operating Location  
NAF Atsugi

Agency  
Base Ops: 264-6134  
ODO: 264-3111/3110  
SAR: 264-3803/3118

MCAS Iwakuni

Base Ops: 236-3553/3888  
SAR: 264-4616

NAF Misawa

Base Ops: 226-4497

Kadena AFB

Base Ops: 634-4679/4632  
SAR: 634-2492/2248

Osan AB

Base Ops: 784-4222  
SAR: 748-4831

Iwo Jima

Base Ops: 04998-4-1111  
SAR: 04998-4-1111

Andersen AFB

Base Ops: 366-4188  
SAR: 477-8724

# UNIT PHONE REPORT TO MILITARY FACILITY CLOSEST TO MISHAP

**(THE NEAREST MILITARY FACILITY HAS RESPONSIBILITY  
FOR SAR, INITIAL SITE SECURITY, ETC.)**

PROVIDE THE FOLLOWING INFORMATION:

- (1) NAME/RANK-RATE: \_\_\_\_\_
- (2) ORGANIZATION: \_VFA-27\_\_\_\_\_
- (3) PHONE NUMBER: \_\_\_\_\_
- (4) TIME NOTIFIED OF MISHAP: \_\_\_\_\_
- (5) UNIT INVOLVED: \_\_\_\_\_
- (6) TYPE AIRCRAFT INVOLVED: \_\_\_\_\_
- (7) AIRCRAFT DAMAGE: \_\_\_\_\_
- (8) NUMBER OF AIRCREW INVOLVED: \_\_\_\_\_
- (9) INJURIES: \_\_\_\_\_
- (10) LOCATION OF MISHAP: \_\_\_\_\_
- (11) CIVILIAN CASUALTIES: \_\_\_\_\_
- (12) PROPERTY DAMAGE: \_\_\_\_\_
- (13) SAR ASSISTANCE REQUIRED: \_\_\_\_\_
- (14) CRASH/FIRE:           (CALLED)           (NEEDED)
- (15) MEDICAL AID:       (CALLED)           (NEEDED)
- (16) SECURITY:           (CALLED)           (NEEDED)

ODO'S NAME/TIME CONTACTED:\_\_\_\_\_

## NAF ATSUGI

SAR .....	264-3803/3118
COMNAVFORJAPAN.....	243-7666/7
NAF ATSUGI COMMANDING OFFICER .....	264-3111
Ambulance .....	264-3113/(119)
ATC .....	264-3274
Base Operations .....	264-3801/3
Comm Center .....	264-3631
Crash/Salvage .....	264-3801/3
Legal .....	264-3161
NCIS .....	264-3223
Photo lab .....	264-6227
PWC (Transportation) .....	264-3142
Runway Support. ....	264-3749
Safety (NAF). ....	264-3112
Safety (CFWP) .....	264-3612/3544
Security.....	264-3200/(119)
Weapons .....	264-3216/7
Weather.....	264-3208
Off Base Operator .....	(DSN) 213
	(COMM) 210

### OUTSIDE LINE ACCESS:

**COMMERCIAL:** USE THE PHONE ADJACENT TO THE COFFEE POT OR THE SDO PHONE LINE 2. DIAL 0011 AND THEN THE NUMBER

**DSN:** USE THE SDO PHONE, OR THE PHONE FROM ANY DEPARTMENT HEAD OR CO / XO.

### CALL ATSUGI COMMERCIAL:

IN JAPAN 0467-78-5015 <TONE> THE NUMBER

US 011-81-3160-64-LAST 4

Verified: \_\_\_\_\_

**CV-63 USS KITTY HAWK**

To Call the Ship from the beach:

DSN 453-9040/-9150/-4840

DSN VIA U.S. 94-312-735-6173/-6174/-6176

Ready Room.....3607

HS-14 .....

Medical .....

Air Operations .....

Comm Center .....

Crash/Salvage .....

NCIS .....

Photo lab .....

Weather.....

Verified: \_\_\_\_\_

## IWO JIMA

Duty Office.....	2112 / 2113
CVW-5 Det. OIC .....	2001 / 2003
ATC(SAR) .....	3700 / 3523
JMSDF ODO .....	(Japanese) 4002
LSO Station .....	3500 / 3502
Medical .....	3000 / 2025 / 2026
Arresting Gear / Maint. Office.....	3510 / 3511
Weather .....	4003

### OUTSIDE LINE ACCESS:

**COMMERCIAL: 0 (then direct commercial dial to Japan)**

**DSN: Atsugi:**        0-0468-21-5015 + 264-xxxx  
                             0-0468-21-1944 / 1950 (Operator)

**Yokosuka:**    0-0468-21-1911 + 243-xxxx

### CALLING TO IWO JIMA FROM MAINLAND:

0499-84-1119 + 4 digit extension (machine)  
0499-84-1110 + 4 digit extension (operator)  
0499-84-1121 + 4 digit extension (operator)  
0499-84-1122 (direct line BEQ/BOQ office)  
0499-84-1121 (direct line Det. OICs FAX)

## MCAS IWAKUNI

SAR ..... 253-4515  
MCAS IWAKUNI COMMANDING OFFICER ..... xxxxxxxxx  
Ambulance ..... 253-3300  
ATC ..... 253-3006  
Base Operations ..... 253-3553/2888  
Crash/Salvage ..... 253-3211  
EOD..... 253-5274/3578  
Legal..... 253-5591  
NCIS ..... 253-3139  
Photo lab ..... 253-3043  
PWC (Transportation) ..... 253-3860  
Safety (NAS)..... 253-5487  
Security..... 253-3245/(119)  
Weather..... 253-3005

### OUTSIDE LINE ACCESS:

**COMMERCIAL:**

**DSN:**

Verified: \_\_\_\_\_

## **NAF MISAWA**

SAR ..... 226-9254/2516  
COMNAVFORKOREA..... xxxxxxxxx  
MISAWA AFB COMMANDING OFFICER ..... xxxxxxxxx  
Ambulance ..... 226-3676  
ATC ..... 226-4723  
Base Operations..... 226-4497  
Crash/Salvage ..... 226-3454  
EOD..... 226-3942  
Legal ..... 226-4022  
NCIS..... 226-3341/4358  
Photo lab ..... 226-4096  
PWC (Transportation) ..... 226-4682  
Safety (AFB)..... 226-3463  
Security..... 226-4359  
Weather..... 226-3900

### **OUTSIDE LINE ACCESS:**

#### **COMMERCIAL:**

#### **DSN:**

Verified: \_\_\_\_\_

## **KADENA AFB**

SAR .....	634-2492/2248
COMNAVFORJAPAN.....	xxxxxxx
COMMANDING OFFICER NAF KADENA .....	xxxxxxx
Ambulance .....	119
ATC .....	634-1295
Base Operations .....	634-8363
Crash/Salvage .....	634-6407
EOD.....	632-5141/5143
Legal .....	634-8255/8241
NCIS .....	645-3833
Photo lab .....	634-3813
PWC (Transportation) .....	634-1806
Runway Support.....	634-1366
Safety (NAF).....	634-8398
Security.....	634-0742
Weather .....	634-3572
Off Base Operator .....	0
Autovon Dial .....	191 FLASH
	192 IMMEDIATE
	193 PRIORITY
	194 ROUTINE

### **OUTSIDE LINE ACCESS:**

#### **COMMERCIAL:**

#### **DSN:**

Verified: \_\_\_\_\_

## OSAN AB

SAR ..... 784-4831/4005  
COMNAVFORKOREA..... xxxxxxxx  
OSAN AFB COMMANDING OFFICER ..... xxxxxxxx  
Ambulance ..... 118  
ATC ..... 784-2760/6957  
Base Operations ..... 784-4222/6957  
Crash/Salvage ..... 784-4710/6957  
EOD ..... 784-6738  
Legal ..... 784-4131  
NCIS ..... 784-4437  
Photo lab ..... 784-5800  
PWC (Transportation) ..... 784-1843  
Runway Support. .... 784-4222/6957  
Safety (AFB). .... 784-5515  
Security..... 784-4571  
Weather ..... 784-5474  
Off Base Operator ..... 784-1110  
Osan Switch Board ..... 784-1110

### OUTSIDE LINE ACCESS:

**COMMERCIAL:**

**DSN:**

Verified: \_\_\_\_\_

**OTHER DET AIRFIELD:**

BASE OPERATIONS .....  
SAR .....  
COMMANDING OFFICER .....  
Ambulance .....  
ATC .....  
Base Operations .....  
Crash/Salvage .....  
EOD .....  
Legal .....  
NCIS .....  
Photo lab .....  
PWC (Transportation) .....  
Runway Support. ....  
Safety (AFB). ....  
Security.....  
Weather .....  
Off Base Operator .....  
Switch Board .....

**OUTSIDE LINE ACCESS:**

**COMMERCIAL:**

**DSN:**

Verified: \_\_\_\_\_

**OTHER DET AIRFIELD:**

BASE OPERATIONS .....  
SAR .....  
COMMANDING OFFICER .....  
Ambulance .....  
ATC .....  
Base Operations .....  
Crash/Salvage .....  
EOD .....  
Legal .....  
NCIS .....  
Photo lab .....  
PWC (Transportation) .....  
Runway Support. ....  
Safety (AFB). ....  
Security.....  
Weather .....  
Off Base Operator .....  
Switch Board .....

**OUTSIDE LINE ACCESS:**

**COMMERCIAL:**

**DSN:**

Verified: \_\_\_\_\_

**TAB 17**  
**NAVAL SAFETY CENTER PHONE REPORT**

**NAVAL SAFETY CENTER TELEPHONE REPORT**

**FOR CLASS “A” MISHAPS ONLY**

**DUE WITHIN 60 MINUTES**

- (1) FOLLOW THE FORMAT ON THE RIGHT SIDE OF THE TAB.**
- (2) DO NOT DELAY CALL IF DETAILS ARE NOT AVAILABLE.**
- (3) DO NOT RELEASE NAMES OF PERSONNEL INVOLVED OVER THE TELEPHONE.**

FOR ALL CLASS A MISHAPS  
NAVAL SAFETY CENTER TELEPHONE REPORT

1. DUE WITHIN 60 MINUTES OF THE MISHAP BUT DO NOT INTERFERE WITH INITIAL OPREP-3 MESSAGE.

2. CALL: NAVAL SAFETY CENTER:

AUTOVON: 564-3520

COMMERCIAL: 001-1-804-444-3520

CRASH LINE ANSWERING MACHINE: 2929

FAX: 7049

3. INCLUDE THE FOLLOWING INFORMATION:

A. REPORTING CUSTODIAN: VFA-27

B. AIRCRAFT TYPE: F/A-18C

C. AIRCRAFT BUNO: \_\_\_\_\_

D. MISHAP LOCATION:

\_\_\_\_\_  
E. TIME OF MISHAP (LOCAL & ZULU)

\_\_\_\_\_  
F. BRIEF NARRATIVE: \_\_\_\_\_

\_\_\_\_\_  
G. DAMAGE/INJURIES/FATALITIES: \_\_\_\_\_

H. POINT OF CONTACT: \_\_\_\_\_

I. POC TELEPHONE NUMBER: \_\_\_\_\_

4. IF NO ONE ANSWERS THE 3520 NUMBER, CALL THE ANSWERING MACHINE AT 2929 AND LEAVE A MESSAGE WITH ALL THE ABOVE INFO. THE DUTY OFFICER WILL CALL YOU BACK.

5. ADDITIONAL TELEPHONE CALLS WITH UPDATED INFORMATION ARE ENCOURAGED INCLUDING REQUESTS FOR INVESTIGATIVE ASSISTANCE.

Verified: \_\_\_\_\_

TAB 17B

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## **COMNAVAIRPAC TELEPHONE REPORT**

1. Required within 60 minutes of Class A.

a. Report is the (same as NAVSAFECEN report, (TAB 17B)

b. COMNAVAIRPAC:

Safety office: DSN: (312) 735-6306/6307

COMM: (619) 545-6306/6307/2788

Duty Office: DSN: (312) 735-2017 COMM: (619) 545-6310  
(AFTER HOURS)

**COMNAVAIRPAC phone report completed (time/init)**

\_\_\_\_\_/\_\_\_\_\_

Verified: \_\_\_\_\_

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**TAB 19**  
**PAO MESSAGE**

## **PUBLIC AFFAIRS MESSAGE REPORT**

- (1) DUE WITHIN ONE HOUR OF MISHAP OCCURRENCE.
- (2) REMOVE SAMPLE PAO MESSAGE FORMAT FROM RIGHT SIDE OF TAB. THE MESSAGE FORMAT IS PRESET ON THE MESSAGE DISK. THE FILE NAME IS "PA01.TXT"
- (3) ANY TIME AN OPREP-3 REPORT IS MADE, A PAO MESSAGE SHALL BE TRANSMITTED.
- (4) COORDINATE WITH NAF ATSUGI PAO AT 264-3201 AND/OR CAG.
- (5) CONTENT OF THE NARRATIVE REPORT WILL INCLUDE THE FOLLOWING:
  - A. AIRCRAFT MODEL.
  - B. SQUADRON.
  - C. TIME OF MISHAP.
  - D. FATE OF THE AIRCREW AND WHETHER EJECTED.
  - E. LOCATION OF MISHAP (PLAIN ENGLISH).
  - F. NARRATIVE ACCOUNT OF MISHAP.
  - G. ANY NEWSWORTHY AMPLIFYING INFORMATION.
- (6) MESSAGE PRECEDENCE SHALL BE "IMMEDIATE."
- (7) **DO NOT RELEASE PILOT/AIRCREW NAMES UNTIL CONFIRMATION OF NEXT OF KIN NOTIFICATION.** INCLUDE THE STATEMENT "NAME(S) WITHHELD PENDING NOTIFICATION OF NEXT OF KIN" IF REQUIRED.

OTTUZYUW RUHPNQN0001 JDTIME-UUUU--RRRRRRR  
UUUUU  
O DT1TIMEZ FEB 98  
FM STRKFITRON TWO SEVEN  
TO COMSTRKFIGHTWINGPAC LEMOORE CA//N012//  
INFO CINCPACFLT PEARL HARBOR HI//013//  
COMNAVAIRPAC SAN DIEGO CA//012//  
CHINFO WASHINGTON DC//JJJ//  
NAF ATSUGI JA//  
BT  
UNCLAS  
MSGID/GENADMIN/VFA-27/-/-//  
SUBJ/PUBLIC AFFAIRS-PROPOSED PRESS RELEASE//

RMKS/1. \_\_\_\_\_  
(MODEL/SQUADRON/LOCAL TIME OF MISHAP/MISHAPLOCATION)  
\_\_\_\_\_  
(PHASE OF FLIGHT/NARRATIVE ACCOUNT)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
(FATE OF AIRCREW/EJECTION INFORMATION)  
\_\_\_\_\_  
(NAMES WITHHELD PENDING NOK NOTIFICATION)  
\_\_\_\_\_  
(NAVY INVESTIGATING CAUSE OF MISHAP)  
\_\_\_\_\_  
\_\_\_\_\_ //

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**TAB 20**  
**FAA PHONE REPORT**

## FAA PHONE REPORT

(1) REFER TO THE FAA REPORT FORMAT ON THE RIGHT SIDE OF THIS TAB.

**(2) MAKE THIS CALL ONLY IF AN FAA FUNCTION AND/OR CIVIL AIRCRAFT ARE INVOLVED.**

**(3) CALL WITHIN FOUR HOURS OF THE MISHAP. GET THE NAME OF THE RECIPIENT.**

Pacific Region – Honolulu (808) 546-7544 (duty officer)  
(808) 546-8641

Washington DC Headquarters (202) 426-3111  
(202) 655-3111

Combined Operations Center (COC) (202) 426-333

Verified: \_\_\_\_\_

## **FAA REPORT FORMAT**

1. DATE/LOCAL TIME/TIME ZONE OF MISHAP.
2. LOCATION OF MISHAP (DISTANCE AND BEARING FROM NEAREST MILITARY BASE/PROMINENT GEOGRAPHIC LOCATION OR USE LAT LONG).
3. AIRCRAFT TYPE/MODEL/BUNO. F/A-18C, \_\_\_\_\_
4. SQUADRON VFA-27
5. LAST BASE OF DEPARTURE. \_\_\_\_\_
6. TYPE OF AIR TRAFFIC CONTROL CLEARANCE. \_\_\_\_\_
7. AIRCRAFT DESTINATION. \_\_\_\_\_
8. LAST KNOWN POSITION AND/OR RADIO CONTACT WITH PILOT.  
\_\_\_\_\_
9. SECURITY CLASSIFICATION OF ACCIDENT. \_\_\_\_\_
10. RADIOACTIVE MATERIALS ONBOARD? (YES/NO)
11. DESCRIPTION OF MISHAP. (**DO NOT INCLUDE NAMES OF INDIVIDUALS INVOLVED IN THE MISHAP, SSN, OR ANY PRIVILEGED INFORMATION**).
12. IDENTIFY FAA FUNCTIONS INVOLVED. (STATE IF FAA/NTSB PARTICIPATION IN MISHAP INVESTIGATION IS DESIRED). [It isn't]
13. STATE WHETHER OTHER INVESTIGATIONS WILL BE CONDUCTED. [JAGMAN Investigation]
14. POINT OF CONTACT. (NAME, RANK, COMM TELEPHONE NUMBER, ADDRESS) [Safety Officer, LCDR, CV-63 / Atsugi number].//

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## **TAB 21**

### **LOSS OF COMSEC NOTIFICATION**

1. The Squadron Custodian must send a Loss of COMSEC Equipment letter to the CMS Custodian if an Aircraft was lost that was CMS equipped (KY-58, KIT-1A). Reference (r), paragraph 960 delineates requirements. Additionally, two examples, an initial and an amplification letter are given here. Replace the information in parenthesis with actual details.

\*This will normally be required only when we are deployed on board ship, since that is when we install the KY-58.

**Intentionally Left Blank**

DATE

From: CMS LH Custodian, VFA-27  
To: CMS Custodian, CV-63

Subj: LOSS OF COSMEC EQUIPMENT

1. The following COSMEC equipment was lost at sea with aircraft 2xx, BUNO xxxxxx:

KIT-1C s/n: xxxxx  
KIR-1C s/n: xxxxx  
KY-58 s/n: xxxxx

2. Specific details, per para 960 of the CMS-1, will follow as information becomes available.

D. E. DOOLITTLE  
LTJG USN

Tab 21B

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DATE

From: CMS LH Custodian, VFA-27  
To: CMS Custodian, CV-63

Subj: AMPLIFICATION ON LOSS OF COMSEC EQUIPMENT

Ref: (a) CMS-1, para 960

1. The following information supplements our initial report of COMSEC equipment lost during the aircraft mishap on (18 May 96):

- a. Location: N xx xx xx  
E: xxx xx xx
- b. Wreckage status: (Scattered over a 300 ft by 500 ft area at sea.)
- c. Area security: (USS Bunker Hill (CG-52) secured scene approximately 20 minutes after the incident.)
- d. Recovery efforts: (Floating debris recovered.)
- e. Nearest shore: (Yap Island, 146 degree bearing, 232 nautical miles from mishap site.)
- f. Depth of water: (2650 fathoms (15,900 feet).)
- g. (Salvage determination to be made by higher authority, but not anticipated. Unlikely salvage by unfriendly nations.)

2. Contact me at x???? for any questions.

D. E. DOOLITTLE  
LTJG            USN

Tab 21C

**TAB 22**  
**IMMINENT DEATH RETIREMENT**

## IMMINENT DEATH RETIREMENT

1. This mission of the Navy Casualty Assistance Branch (Pers 621) at the Naval Personnel Command is to provide timely, compassionate, and caring assistance for the Navy families of each person in the naval service who dies while on active duty, active duty for training or inactive duty for training. Personal notification is accomplished as soon as possible after the casualty occurrence.
2. A personnel casualty report (PCR) shall be submitted within four hours by the receiving Armed Forces Medical Command (or VFA 27 if admitted to a civilian hospital) on those members whose degree of injury or illness is categorized as

Category	Degree of Injury or Illness
1	Terminally ill (as diagnosed by an Armed Forces Medical Officer – only initial report is required unless otherwise deemed appropriate).
2	Seriously ill or seriously injured – A casualty whose illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger or loss of life.
3	Very seriously ill or very seriously injured (imminent danger of loss of life) – A casualty whose illness or injury is of such severity that the member is not medically expected to survive the immediate 24 hours or whose death is presumed to occur within two weeks.

3. **Imminent Death Retirement.** Imminent Death Retirement is a unique situation where the Naval Personnel Command will assist the command in retiring a service member whose prognosis of death is highly probable. When a service member prognosis falls into category 3, the Chief of Naval Personnel Command must be contacted immediately to initiate paperwork, if applicable, to retire the service member prior to death. Timing is paramount in very seriously ill/injured situations due to possibly death of member prior to the prognosis date. References (i) and (s) provides detailed procedures to following when an imminent death situation arises.

4. Immediately notify the Administration and Personnel Officers to assist in helping with this process.

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**TAB 23**  
**REPORTING PROCEDURES INVOLVING DEATH OF A**  
**SERVICE MEMBER**

## **NEXT OF KIN (NOK) NOTIFICATION**

For all mishaps or incidents involving a death or serious injury.

1. In the event of a mishap involving a death or serious injury, the following personnel will coordinate and, as soon as possible, proceed to the Next of Kin's residence (if local) to provide notification: CACO, Commanding Officer, Chaplain (who may be CACO trained), close friend or contemporary squadron mate, medical officer (if available or required), other available persons specified in the personal data file.
2. One person from the above group will contact the Duty Officer after the NOK notification has been accomplished.
3. If the NOK is not in the local area, use MILPERSMAN notification procedures, Tab 23B
4. BUPERS reporting requirements are on Tab 23B

## REPORTING PROCEDURES INVOLVING DEATH OF A SERVICE MEMBER MILPERSMAN 1770-010

☐ Submit personnel casualty report by immediate precedence message within four hours.

☐ Once notification of the primary next of kin has been made. The commanding officer must either personally telephone or visit the primary next of kin.

4 HRS	MSG to BUPERS	4210100	_____
	Message to Next of Kin	4210140	_____
	"Others" Notified (NAVPERS 1070/602)	5030240	_____
48 HRS	CO's Letter to Next of Kin	4210220	_____
	Death Gratuity Pay	5030240	_____

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## BUPERS NOK NOTIFICATION PHONE REPORT

1. A telephone report to the CHNAVPERS casualty Section will then be made within four hours. A follow-up message documenting Primary Next of Kin (PNOK)/Secondary Next of Kin (SNOK) personnel notification will be transmitted, normally within four hours.

2. Confirmation of PNOK/SNOK notification:

a. Call CHNAVPERS Casualty Section: (See phone index for assistance)

(1) DSN                    224-2961/2626/2934/2946  
    COMM    (202) 694-2961/2926/2934/2946

b. Identify case by providing the full name of the casualty and organization.

c. Confirm official notification of PNOK/SNOK was accomplished.

d. Provide name of individual performing notification (normally Commanding Officer)

e. Provide name of CACO, if assigned: \_\_\_\_\_

f. Record the name of the individual receiving the call in CHNAVPERS:

\_\_\_\_\_

**\*\* BUPERS CASUALTY PHONE REPORT COMPLETED (TIME/INT)**

\_\_\_\_\_/\_\_\_\_\_**\*\***

Verified: \_\_\_\_\_

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# BUPERS NOK NOTIFICATION MESSAGE REPORT

1. For all mishaps involving fatality or serious injury, use sample format below as a guide for message report.

NOK notification confirmation message dtg: \_\_\_\_\_

P \_\_\_\_\_ Z (DTG)

FROM STRKFIGHTRON TWO SEVEN  
TO CHNAVPERS WASHINGTON DC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INFO COMCARAIRWING FIVE

\_\_\_\_\_  
\_\_\_\_\_

UNCLAS/09073/01770//

MSGID/GENADMIN/VFA-27//

SUBJ/CONFIRMATION OF NOK NOTIFICATION//

RMKS/1. PNOK (NAME)/SNOK (NAME) WERE OFFICIALLY NOTIFIED ON

\_\_\_\_\_ CONCERNING DEATH/MISSING STATUS/SERIOUS INJURY OF

(DATE/TIME)

(CHOOSE ONE)

\_\_\_\_\_ ASSIGNED TO VFA-27. \_\_\_\_\_

(FULL NAME OF CASUALTY)

(NAME/RANK)

PERFORMED THE NOTIFICATION IN PERSON. CACO ASSIGNED IS \_\_\_\_\_

WHO CAN BE REACHED AT \_\_\_\_\_. POC THIS COMMAND, \_\_\_\_\_

(SAFETY OFFICER)

DSN: 264-3649/3107

COMMERCIAL: 011-81-3117-64-3649/3107

Verified: \_\_\_\_\_

# BUPERS CASUALTY MESSAGE REPORT

1. For all mishaps involving fatality or serious injury use following sample formats.

## CASUALTY REPORT (fatality)

2. For fatality, use the following report. For serious injury, see paragraph 2.

a. **DUE NO LATER THAN FOUR HOURS AFTER MISHAP!**

b. The Area Coordinator (COMNAVBASE) in which the PNOK/SNOK resides has the responsibility to provide personal notification to PNOK/SNOK or in cases where the unit is deployed or the PNOK/SNOK resides outside the local area. The expeditious transmission of the message will facilitate this process. The message will be sent via "Priority" precedence, in the following format:

### PRIORITY

FROM STRKFIGHTRON TWO SEVEN  
TO CHNAVPERS WASHINGTON DC  
COMNAVBASE (in which the PNOK resides)  
COMNAVBASE (in which the SNOK resides)  
COMNAVMEDCOM WASHINGTON DC  
INFO SECNAV WASHINGTON DC  
CNO WASHINGTON DC (if incident to naval operations)  
NAVSAFCECEN NORFOLK VA  
JAG WASHINGTON DC  
CINCPACFLT PEARL HARBOR HI  
COMNAVAIRPAC SAN DIEGO CA//N00/N45//  
COMFITWINGPAC SAN DIEGO CA//N00/N45//  
COMNAVBASE in which death occurs (if not an action addressee)  
NAVFINCEN CLEVELAND OH  
COGNIZANT NAVAL AIR STATION  
EPMAC NEW ORLEANS LA  
COMCARAIRWING FIVE  
FHTNC NORFOLK VA  
UNCLAS/09073/01770//  
SUBJ/PERSONNEL CASUALTY REPORT (DEATH) REPORT SYMBOL BUPERS  
1770-4 OFFICER/ENLISTED  
A. MILPERSMAN, ART 4210100

**ALPHA.** Name of casualty: (Grade, full name, branch of service, SSN, designator).

**BRAVO.** Status and duty station.

**CHARLIE.** Type of casualty: (Specify if killed in action, killed during aircraft accident, killed during motor vehicle accident, etc.,).

**DELTA.** Date, local time, place, circumstances, and cause; (Give concise information to assist the CACO in providing notification to NOK. If at sea, state lat/long information to assist the CACO in area of mishap location.

**ECHO.** Location and disposition of remains: (Give complete address and name of mortuary of funeral establishment where remains are located.)

**FOXTROT.** Primary and secondary NOK: (Give full name, complete address, and relationship.)

**GOLF.** NOK notification:

1. Has NOK been notified personally (yes/no)
2. Has NOK been officially notified by telegram? (yes/no)

**HOTEL.** Date of current tour: (If casualty occurred in a hostile zone or area authorized overseas pay, enter date current tour started.)

**INDIA.** Record of emergency data: (Specify date latest dependency application/Record of emergency data.)

**JULIET.** Beneficiary

1. Name, relationship, and address of beneficiary for death gratuity.
2. Whether death gratuity will be paid by the member's command or by the disbursing officer at the homeport.
3. Name, relationship, and address of designated beneficiary for unpaid pay and allowances.

**KILO.** Casualty Assistance Calls: (State naval district of Naval Area Commander responsible for designating the activity to carry out the Casualty Assistance Calls Program.)

**LIMA.** Race and Religion.

**MIKE.** Insurance: (Policies in force other than SGLI.)

**NOVEMBER.** Pay

1. Pay grade
2. Monthly rate of basic pay and special, incentive, or proficiency pay.
3. Total service, in days, months, years, for pay purposes.
4. Number of days of unused accrued leave.
5. Location of pay record and action taken to forward pay record to navy Finance Center.

**OSCAR.** Servicemen's Group Life Insurance: (Advise if member had SGLI coverage and if written beneficiary designation is on file.)

**PAPA.** Assignment of JAG Manual Investigation Report: (State specific command assigned or requested to prepare the report, and provide the auto von number, if known.)

**QUEBEC.** Personal effects: name, address, and relationship of person(s) to whom it is anticipated that personal effects will be shipped.

**NOTE: Do not delay report if all information is not available.**

## **CASUALTY REPORT (serious injury)**

### **3. Serious Injury report**

#### **a. DUE NO LATER THAN FOUR HOURS AFTER MISHAP!**

b. The Area Coordinator (COMNAVBASE) in which the PNOK/SNOK resides has the responsibility to provide personal notification to PNOK/SNOK or in cases where the unit is deployed or the PNOK/SNOK resides outside the local area. The expeditious transmission of the message will facilitate this process. The message will be sent via "Priority" precedence, in the following format:

**PRIORITY**

FROM STRKFIGHTRON TWO SEVEN  
TO CHNAVPERS WASHINGTON DC  
COMNAVBASE (in which the PNOK resides)  
COMNAVBASE (in which the SNOK resides)  
INFO CNO WASHINGTON DC (if incident to naval operations)  
COMNAVMEDCOM WASHINGTON DC  
NAVSAFCECEN NORFOLK VA  
JAG WASHINGTON DC  
CINCPACFLT PEARL HARBOR HI  
COMNAVAIRPAC SAN DIEGO CA//N00/N45//  
COMSTRKFIGHTWINGPAC LEMOORE CA  
COMNAVBASE (in which death occurs) (if not an action addressee)  
COGNIZANT NAVAL AIR STATION  
COMCARAIRWING FIVE

UNCLAS//09073/01770//  
SUBJ/PERSONNEL CASUALTY REPORT (INJURY) REPORT SYMBOL BUPERS  
1770-4 OFFICER/ENLISTED

A. MILPERSMAN, ART 4210100

**ALPHA.** Name of casualty: (Grade, full name, branch of service, SSN, designator).

**BRAVO.** Status and duty station.

**CHARLIE.** Type of casualty: (Show title by diagnostic class, also indicate if injury occurred in hostile or non-hostile action.)

**DELTA.** Date, local time, place, circumstances, and cause; (Give concise information to assist the CACO in providing notification to NOK. If at sea, state LAT/LONG of mishap location.)

**ECHO.** Condition and prognosis: (Condition-serious or very serious; and prognosis - guarded, poor, fair, good, excellent. Always state if presence of next of kin medically warranted.)

**FOXTROT.** Primary and secondary NOK: (Give full name, complete address, and relationship.)

**GOLF.** NOK notification:

1. Has NOK been notified personally (yes/no)
2. In case of less serious casualties, does member desire to have PNOK/SNOK notified (yes/no)

**HOTEL.** Transfer of casualty: (Hospital to which patient transferred.)

**INDIA.** Disposition of records and personal effects: (Indicate location of disposition of member's service, health and pay records and personal effects.)

**KILO.** Assignment of Investigative Report of Serious/Very Seriously Injured Personnel: (Commanding Officer is responsible for ensuring the appropriate investigation or short form report is prepared in compliance with JAG manual.)

**\* NOTE: Do not delay report if all information is not available. \***

### **OPREP-3 PINNACLE (OPREP-3P)**

1. THE OPREP-3 PINNACLE IS USED BY ANY UNIT TO PROVIDE THE NATIONAL COMMAND AUTHORITIES (NCA) WITH IMMEDIATE NOTIFICATION OF ANY INCIDENT OR EVENT WHERE NATIONAL LEVEL INTEREST IS INDICATED. THE INCIDENT/EVENT SHALL FALL INTO ONE OF THE FOLLOWING CATEGORIES:

A. AN OCCURRENCE OF SUCH IMPACT THAT IT REQUIRES THE IMMEDIATE ATTENTION OF THE NCA SUCH AS CREATION OF TENSION OR UNDESIRABLE RELATIONS BETWEEN THE U.S. AND OTHER COUNTRIES.

B. THOSE EVENTS HAVING NATIONAL LEVEL INTEREST WHICH HAVE SERIOUSLY CHANGED CURRENT OPERATIONS OR INVOLVE NATURAL OR MAN MADE DISASTERS OR CIVIL DISORDERS.

C. ANY OTHER INCIDENT WHEN IT IS CONCEIVABLE THAT THE HIGHEST LEVEL OF GOVERNMENT WILL REQUIRE TIMELY NOTIFICATION. THE FOLLOWING LIST PROVIDES EVENTS WHICH MAY REQUIRE SUBMISSION OF AN OPREP-3P:

(1) TERRITORIAL VIOLATIONS, ACTUAL OR PRESUMED.

(2) MILITARY OPERATIONS OR UNUSUAL INCIDENTS WHICH MAY RESULT IN NEWS INQUIRIES AT THE NATIONAL LEVEL OR OF AN UNUSUAL INTENSITY.

(3) ACTS OF, OR ATTEMPTS AT, SABOTAGE BY FOREIGN NATIONALS AGAINST U.S. FORCES OR INSTALLATIONS.

(4) HIJACKING OR ATTEMPTED HIJACKING OF U.S. OWNED AIRCRAFT.

(5) HOSTILE ACTION BETWEEN TWO OR MORE FOREIGN FORCES REGARDLESS OF THE NATIONALITIES INVOLVED.

(6) SERIOUS PERSONAL INJURY OF A CIVILIAN; LOSS OF OR SUBSTANTIAL DAMAGE TO CIVILIAN PROPERTY CAUSED BY MILITARY EQUIPMENT WHEN NATIONAL LEVEL INTEREST IS INVOLVED.

(7) LOSS OF, OR SUBSTANTIAL DAMAGE TO MAJOR MILITARY EQUIPMENT WHEN NATIONAL LEVEL INTEREST IS INVOLVED.

(8) MAJOR MILITARY OR MISSILE ACCIDENTS.

(9) RECEIPT OF CRITICAL INTELLIGENCE.

(10) U.S. SEARCH AND RESCUE OPERATIONS IN FOREIGN COUNTRIES.

D. IF DOUBT EXISTS AS TO WHETHER AN EVENT/INCIDENT COULD POSSIBLY DEVELOP INTO A MATTER OF NCA INTEREST, SUBMIT AN OPREP-3 PINNACLE REPORT. ANY EVENT REPORTED AS AN OPREP-3 SHOULD BE CONSIDERED FOR SUBMISSION AS AN OPREP-3 PINNACLE UNLESS A POSITIVE DETERMINATION CAN BE MADE TO THE CONTRARY.

### **OPREP-3 NAVY BLUE (OPREP-3)**

**1. THE OPREP-3 NAVY BLUE REPORT IS USED TO PROVIDE THE CNO AND OTHER NAVAL COMMANDERS WITH IMMEDIATE NOTIFICATION OF INCIDENTS OF MILITARY, POLITICAL OR PRESS INTEREST WHICH IS OF HIGH NAVY, VICE NATIONAL LEVEL, INTEREST. THE REPORTS ARE SUBMITTED TO PROVIDE "AS IT HAPPENS" INFORMATION ON THE FOLLOWING TYPES OF INCIDENTS:**

**A. INSTANCES OF MISCONDUCT WHICH MAY BE REPORTED BY THE LOCAL PRESS.**

**B. SIGNIFICANT DAMAGE TO CIVILIAN PROPERTY RESULTING FROM ACTIONS OF MEMBERS OF THE DEPARTMENT OF THE NAVY.**

**C. NEAR OR ACTUAL COLLISIONS OF MINOR SIGNIFICANCE OF NAVY AIRCRAFT WITH CIVILIAN AIRCRAFT.**

**D. DISCHARGES OR SPILLS OF MATERIAL OR FLUIDS THAT MIGHT BE CONSIDERED POLLUTANTS WHICH ENDANGER CRITICAL WATER AREAS, HAVE THE POTENTIAL TO GENERATE PUBLIC CONCERN, BECOME THE FOCUS OF ENFORCEMENT ACTION OR POSE A THREAT TO PUBLIC HEALTH OR WELFARE.**

**E. ACTS OR ATTEMPTS TO WILLFULLY DESTROY PROPERTY OF THE U.S. NAVY.**

**F. BOMB THREATS EVALUATED AS VALID.**

**G. DISORDERS OR NATURAL DISASTERS OF MINOR SIGNIFICANCE IF NAVAL ASSISTANCE IS PROVIDED OR REQUESTED.**

**H. DEATH OF, CRITICAL INJURY TO OR MISSING COMMANDING OFFICERS OR SENIOR (FLAG) OFFICERS.**

**I. FIRES, FLOODS, EXPLOSIONS, COLLISIONS, GROUNDINGS OR OTHER ACCIDENTS TO NAVAL UNITS.**

**J. THE DIAGNOSIS OF ANY DISEASE OF POTENTIAL EPIDEMIC SIGNIFICANCE OR THE DIAGNOSIS OF ANY QUARANTINABLE DISEASE OF SUCH WIDESPREAD PROPORTIONS AMONG NAVAL PERSONNEL THAT IT MAY AFFECT OPERATIONAL READINESS.**

**K. NOTIFICATION OF SAR IN THE UNCERTAINTY PHASE. THE UNIT SITREP WILL BE USED DAILY TO NOTIFY CNO AND INTERESTED COMMANDS OF THE PROGRESS OF ONGOING SAR OPERATIONS.**

L. SERIOUS INCIDENTS WITH RACIAL OVERTONES WHICH INDICATE A SERIOUS LACK OF RACIAL HARMONY AND WHICH COULD BECOME A MATTER OF HIGH NAVY INTEREST.

M. THE LOSS AT SEA OF ANY AIRCRAFT, MISSILES, WARHEADS, LIVE ORDNANCE OR OTHER VALUABLE ITEMS.

N. MAJOR FRAUD, WASTE OR ABUSE WHICH COULD INVOLVE HIGH LEVEL NAVAL INTEREST, MEDIA INQUIRY OR GROSS INEFFICIENCY OR MISMANAGEMENT.

O. INCIDENTS INVOLVING DEATH, SERIOUS INJURY OR SERIOUS ILLNESS IN WHICH THE ADEQUACY OF MEDICAL CARE IS REASONABLY IN QUESTION.

**TAB 25**  
**UNIT SITREP REPORT**

## **UNIT SITREP REPORT**

(1) THE UNIT SITREP IS USED BY COs TO TELL APPROPRIATE OPERATIONAL COMMANDERS ABOUT ANY INCIDENT NOT MEETING OPREP-3 REPORTING CRITERIA.

(2) IF THE CO DESIRES TO SEND A UNIT SITREP, REFER TO THE MESSAGE FORMAT ON THE RIGHT SIDE OF THIS TAB.

(3) UNIT SITREP MESSAGES ARE DUE WITHIN 20 MINUTES - NO VOICE REPORT IS REQUIRED. MESSAGE PRECEDENCE AND CLASSIFICATION IS AS APPROPRIATE.

(4) A UNIT SITREP SHALL BE SUBMITTED WHEN:

- A. DIRECTED.
- B. CONSIDERED APPROPRIATE BY THE CO.
- C. A BOMB THREAT IS EVALUATED AS A HOAX.

(5) A UNIT SITREP WILL CONTAIN THE FOLLOWING INFORMATION:

- A. STATUS OF SITUATIONS/EVENTS NOT REQUIRING AN OPREP-3.
- B. PROGRESS OF SPECIAL OPERATIONS/EVENTS.
- C. INFORMATION CONCERNING SPECIFIC EVENTS/OPERATIONS.
- D. TYPE OF EVENT BEING REPORTED.
- E. BRIEF ACCOUNT OF EVENT (WHO, WHAT, WHERE, WHEN, WHY, ACTION TAKEN).
- F. **DO NOT RELEASE SENSITIVE OR PERSONAL INFORMATION.** USE GENERAL IDENTIFICATION OF INDIVIDUALS (i.e. PO1 or 20 YR OLD E-3).

(6) FOR RMKS, INCLUDE CO's ASSESSMENT OF THE SITUATION, IMPACT OF THE INCIDENT ON THE UNIT, UNIT'S ABILITY TO CONDUCT OPERATIONS AND ANTICIPATED PRESS INTEREST. THE FINAL MESSAGE REPORT FOR THE INCIDENT WILL INCLUDE "MISHAP REPORT TO FOLLOW, SUBMITTED OR NOT REQUIRED."

(7) **EMABARKED** - FOR CLASS "C" MISHAPS THE SHIP WILL NOT PREPARE THIS REPORT. AT THE CO'S DISCRETION, IT WILL BE DONE BY THE SQUADRON.

## UNIT SITREP REPORT MESSAGE &lt;SITREP1.TXT&gt;

ZNR UUUUU

FM STRKFITRON TWO SEVEN

COMSTRKFIGHTWINGPAC LEMOORE CA// N00/N01/N30/N80//

CNO WASHINGTON DC//JJJ//

COMNAVIAIRPAC SAN DIEGO CA//00/01/30/80//

NAVCRIMINVSERV FAREASTREG YOKOSUKA JA//00// (terrorism or sabotage)

UNCLAS

MSGID/UNITSITREP/VFA-27/\_\_\_\_\_/\_\_\_\_\_/ ( SERIAL NUMBER/MONTH )

TIMELOC/ / / //

```
(INIT,FOLUP,FINAL)
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---

RMKS/ (INCLUDE CO'S ASSESSMENT OF SITUATION, IMPACT OF INCIDENT ON UNITS

MESSAGE REPORT FOR THE INCIDENT WILL INCLUDE - "MISHAP REPORT NOT

REQUIRED/SUBMITTED/TO FOLLOW" ) //

TAB 25B

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**TAB 26**  
**INITIAL MISHAP REPORT**

## **INITIAL MISHAP REPORT**

- (1) USE THE TABLE ON THE NEXT PAGE TO DETERMINE THE MISHAP REPORT SERIAL NUMBER.**
- (2) A HARD COPY OF THE INITIAL MISHAP REPORT IS ON THE FOLLOWING PAGE. FOLLOWING THIS MESSAGE IS A MORE DETAILED DESCRIPTION OF EACH FIELD. THE INITIAL AND AMENDED MISHAP REPORTS ARE THE RESPONSIBILITY OF THE AMB.**
- (3) FOR CLASS A AND B MISHAPS, THIS REPORT IS DUE WITHIN 4 HOURS.**
- (4) FOR CLASS C MISHAPS, THIS REPORT IS DUE WITHIN 24 HOURS.**
- (5) IF POSSIBLE, HAVE THE SAFETY OFFICER DRAFT AND SEND THIS MESSAGE.**
- (6) USE THE DISK LABELED “AMB/MISHAP RPTS.” THE MESSAGE IS ALREADY FORMATTED FOR MTF. THE FILE NAME IS “MISHAP1.TXT”. USE THE ROUGH FORMAT PROVIDED ON THE RIGHT SIDE OF THIS TAB TO FILL IN AVAILABLE DATA. NOTES IN (PARENTHESIS) NEED TO BE DELETED FROM THE FINAL MESSAGE.**
- (7) THE INITIAL MISHAP REPORT SHALL BE SENT VIA PRIORITY PRECEDENCE.**

# MISHAP SERIAL NUMBERS FOR VFA-27 FY \_\_\_\_

THIS TABLE CONTAINS THE NEXT SERIAL NUMBER  
FOR A CLASS A, B OR C

**CLASS A**

**CLASS B**

**CLASS C**

01-____	01-____	01-____
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P ddttttZ mmm yy

FM STRKFITRON TWO SEVEN

TO CNO WASHINGTON DC//N889E//

CMC WASHINGTON DC//A/SD//

COMNAVSAFECEN NORFOLK VA//00/10/11/054//

ALL HORNET AIRCRAFT ACTIVITIES

INFO CINCPACFLT PEARL HARBOR HI//00/324M//

ZEN/USS INDEPENDENCE

ZEN/COMCARAIRWING FIVE

LSO SCHOOL NAS OCEANA VA

(carrier landing mishap)

ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//CME-0//

NAVAIRWARCENWPNDIV CHINA LAKE CA

HELSUPPRON THREE

(involves SAR effort)

BT

UNCLAS FOUO//N03750//

THIS IS AN INITIAL GENERAL USE NAVAL ACFT MISHAP REPORT (VFA-27,

CLASS A, 01-98, &lt;ddmmmyy&gt;, FA-18C, &lt;BuNo&gt;)

REPORT SYMBOL OPNAV 3750-20

A. OPNAVINST 3750.6Q

B. JAGINST 5800.7C

1. SUMMARY: <Simple statement of the facts. This subject will not change through the final mishap investigation report.>

2. DATA.

A. AIRCRAFT.

(1) FA-18C

(2) <BuNo>

(3) NF<xxx>

(4) VFA-27

(5) F404-GE-400 <if FOD, otherwise N/A>

(6) <SerNo> (PORT) <SerNo> (STBD) <if FOD, otherwise N/A>

B. EQUIPMENT.

(1) MODEL	(2) MAKE	(3) PART NUMBER	(4) EQUIPMENT CODE
AAS-38 TFLIR	N/A	260256-2	BMAF
ALQ-126B R/T	N/A	59121489G1	BMAF
ALR-67 AZIMUTH INDICATOR	N/A	31-052173-02	BMAF
ALR-67 COMPUTER	N/A	31-052170-03	BMAF
ALR-67 CONTROL INDICATOR	N/A	31-052176-02	BMAF
ALR-67 INTEGRATED ANTENNA	N/A	31-052179-02	BMAF
ALR-67 QUADRANT RECEIVER	N/A	31-05389-03	BMAF
ALR-67 SPECIAL RECEIVER	N/A	31-052164-02	BMAF
COMMAND LAUNCH COMPUTER	N/A	704AS12334	BMAF
KIT1C COMPUTER TRANSPONDER	N/A	ON389698-1	BMAF
KY-58 CONTROL PANEL	N/A	ON241800-4	BMAF

C. ENVIRONMENT.

(1) <ddmmmyy>

(2) <time> LOCAL

(3) <time zone>

(4) DAY <or> NIGHT

(5) <location: lat/long (to nearest minute), tacan cut, general geographic area and relation to nearest town or airfield>

(6) <elev> MSL

(7) <wx: clouds, wind, etc. / in flight horizon, overcast, undercast, between layers, clear of clouds, in clouds, in and out of clouds>

3. CIRCUMSTANCES.

A. ORIGIN:

B. MISSION.

C. FLIGHT PURPOSE CODE.

D. TYPE OF FLIGHT PLAN.

E. DESTINATION.

F. AIRCRAFT EVOLUTION.

4. MISHAP CATEXORY. FLIGHT MISHAP <or> FLIGHT RELATED MISHAP <or> AIRCRAFT GROUND MISHAP

5. DAMAGE AND COSTS.

A. AIRCRAFT. TBD

B. DOD PROPERTY DAMAGE. TBD

C. NON-DOD PROPERTY DAMAGE. TBD

6. PERSONNEL INFORMATION AND INJURIES.

A. SOULS ON BOARD. ONE  
B. CREW. ONE, PAC, <rank>, 1310 <or> 1315, USN, VFA-27, ON DUTY, <injury>, NVG'S WERE USED<if true, otherwise omit>, TOTAL FLT HRS <xxx>, TOTAL TIME IN TYPE <xxx>.  
AEROMEDICAL ANALYSIS WILL BE SENT.  
C. TOTAL NUMBER OF PASSENGERS. N/A  
D. INJURED NONOCCUPANTS. NONE <or number and type of injuries>  
7. MISHAP INVESTIGATION.  
A. FOR COMNAVSAFECEN. .  
C. PLAT TAPE OBTAINED.  
8. JAG MANUALLINVESTIGATION. THIS MISHAP DOES MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. INVESTIGATION INITIATED <ddmmmyy> BY COMMANDING OFFICER VFA-27.  
9. POINTS OF CONTACT  
A. AIRCRAFT MISHAP BOARD.  
- SENIOR MEMBER: CDR HUTCHESON (SENIOR MEMBER)  
- AIRCRAFT OPERATIONS: LT BIXBY, VFA-27  
- AIRCRAFT MAINTENANCE: LTJG HEALEY, VFA-27  
- AVIATION SAFETY: LCDR ALLRED, VFA-27  
- FLIGHT SURGEON: LT <xxx(TBD)?>, CVW-5  
B. TELEPHONE INQUIRIES. DSN 315-453-9150/4840, 441(DEPLOYED), DSN 264-3236 (ATSUGI), COMM 011-81-3117-64-3296, LCDR ALLRED, VFA-27 SAFETY OFFICER, EMAIL: F7GALLRE(AT)CVW5.NAVY.MIL.//  
BT  
#0001

FM STRKFITRON TWO SEVEN  
 TO CNO WASHINGTON DC//N889E//  
 CMC WASHINGTON DC//A/SD//  
 COMNAVSAFECEN NORFOLK VA//00/10/11/054//  
 ALL HORNET AIRCRAFT ACTIVITIES  
 COMCARGRU FIVE  
 COMCARAIRWING FIVE  
 INFO CINCPACFLT PEARL HARBOR HI//00/324M// (All Class A mishaps/expected wide public interest)  
 NAF ATSUGI/USS KITTY HAWK (If Involved)  
 NAVY JAG ALEXANDRIA VA (Non-DOD aircraft, personnel or property involved)  
 (Command of aircrew if other than VFA-27)  
 LSO SCHOOL NAS OCEANA VA (Carrier landing mishap)  
 ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//CME-0// (Fatality is involved)  
 HELSUPPRON THREE//060// (If involved SAR effort)  
 COMNAVAIRWARCENWPNDIV CHINA LAKE CA (Aeromedical matters or ALSS involved)  
 ALL HERO MEDICAL ACTIVITIES (Aeromedical matters or ALSS involved)  
 COMUSNAVCENT (If in Persian Gulf)  
 NAVY JAG ALEXANDRIA VA//JJJ// (Non-DOD Aircraft, Personnel, or Property involved)

UNCLAS FOUO //N03750//

THIS IS A(N) (INITIAL, FIRST AMENDED, SECOND AMENDED) GENERAL USE NAVAL ACFT MISHAP REPORT, VFA-27, CLASS (A,B,C) (FM,FRM,AGM), MISHAP SERIAL NUMBER, DATE OF OCCURRENCE, MODEL(S) AIRCRAFT, BUNO(S), REPORT SYMBOL OPNAV 3750-20.

A. OPNAVINST 3750.6Q  
 B. JAGINST 5800.7C

1. SUMMARY. In two lines or less, succinctly summarize the content of the report and provide a terse description of the mishap, such as collision with water; gear up landing; midair collision; ran off runway on takeoff; settled into the water after cat shot; etc. Do not disclose cause factors.

2. DATA. List the following information.

A. AIRCRAFT. List all aircraft involved in the mishap, (1) model/series (e.g., RF-4B), (2) bureau number, (3) modex and side number, (4) reporting custodian. If the reported mishap involves engine Foreign Object Damage (FOD), include the following: (5) engine type/model/series, (6) engine serial number.

B. EQUIPMENT. List all equipment, not parts of the aircraft, involved in the mishap by (1) model, (2) make, (3) part number, (4) equipment code (as applicable).

C. ENVIRONMENT. For the mishap, list as follows (1) date, (2) local time, (3) local time zone, (4) day or night, (5) mishap location. Report latitude and longitude to the nearest minute, except mishaps occurring within five NM of an airfield. For those mishaps, report latitude/longitude to the nearest second. For all mishaps report the state/country/geographic area and nearest city/town/significant landmark, as appropriate (Norfolk, VA; Rota Spain; Eastern Med; etc.). If the mishap occurred aboard a ship or airfield, give the name of the ship or airfield and the location on the ship or airfield (visiting aircraft ramp, Runway 27L, hangar bay, etc.). If the mishap did not occur aboard a ship or airfield, give magnetic bearing and distance from the nearest named airfield, air navigation facility (NAVAID), or town, or give the magnetic bearing and distance from departure ship or scheduled recovery ship, (6) altitude of mishap above mean sea level, (7) weather at location at time of the mishap including flight deck/runway wind. If surface weather, list in sequence report format. If airborne, give in-flight visibility and all of the following which apply: distinct or obscured horizon, overcast, undercast, between layers, clear of clouds, in clouds, in and out of clouds.

3. CIRCUMSTANCES. List the following information as applicable.

A. ORIGIN. Provide the name of the departure ship or airfield.

B. MISSION. State aircraft mission in plain language.

C. FLIGHT PURPOSE CODE. Use codes listed in OPNAVINST 3710.7M.

D. TYPE OF FLIGHT PLAN. State VFR, IFR, DVFR, etc., and, if known, whether the pilot was in instrument meteorological conditions at the time of mishap.

E. DESTINATION. List next intended point of landing in the same manner as 3.A. above.

F. AIRCRAFT EVOLUTION. Describe that activity in which the aircraft was involved, i.e., catapult launch, climb, cruise, 30-degree dive, flight deck respot, maintenance, etc.

4. MISHAP CATEGORY. State that information upon which mishap category is based. See Tab 1 and 2.

5. DAMAGE AND COSTS. Itemize the aircraft, equipment, property damage, and costs as follows.

A. AIRCRAFT. If an aircraft was destroyed, so state. If not, describe all aircraft damage and list cost. Itemize costs, including hours to repair (refer to chapter 4). If more than one aircraft was damaged, list model, bureau number, hours to repair and cost each separately.

B. DOD PROPERTY DAMAGE. Per major item, describe all DOD property damage and list cost. Describe property damage and itemize costs including hours to repair (refer to Chapter 4).

C. NON-DOD PROPERTY DAMAGE. Describe all non-DOD property damage and itemize costs (refer to Chapter 4).

6. PERSONNEL INFORMATION AND INJURIES. Provide all information below whether or not injuries are involved. State whether an aeromedical analysis will be sent. See subparagraph 717 d(3).

A. SOULS ON BOARD. List total for each aircraft involved.

B. CREW. State the total number of crewmembers aboard each mishap aircraft. Then, for each crewmember, list: crew duty at the time of the mishap (specify pilot at controls), rank/rate, (do not list names or social security numbers in messages), NEC/designator/MOS, service, parent organization, duty status (refer to Chapter 4), injury (refer to Chapter 4), describe the most significant injuries, days hospitalized and additional days away from work. State if NVGs were being used. For the pilot, copilot and NFOs, give total flight hours and hours in model. Designate who was at the controls.

C. TOTAL NUMBER OF PASSENGERS. List total number of passengers in each mishap aircraft.

(1) INJURED PASSENGERS. State the total number of injured passengers: give rank/rate, NEC/designator/MOS, service, specify DOD or non-DOD (refer to Chapter 4), parent organization, duty status, injury, describe the most significant injuries, days hospitalized and additional days away from work.

(2) UNINJURED PASSENGERS. Enter the total number of uninjured passengers in each mishap aircraft.

D. INJURED NONOCCUPANTS. Enter the total number of injured nonoccupants, then list all injured nonoccupants: give NEC/designator/MOS, service, specify if DOD or non-DOD, duty status, civilian or military, injury, describe the most significant injuries, days hospitalized, and additional days away from work.

7. MISHAP INVESTIGATION. Include the following, if applicable:

- Requests for assistance. State the nature of assistance needed, when and where it is needed and the source of that assistance, if known. If requesting assistance from controlling custodian or from an activity external to that command, preface the request with the phrase FOR (CONTROLLING CUSTODIAN). Preface requests for assistance from activities subordinate to the controlling custodian in a similar fashion and ensure that the activity is an action addressee on the message. See Chapter 6 for information on requesting assistance.

- Requests for relief from investigative and reporting responsibilities. Provide complete justification in detail. Preface the request with the phrase FOR (CONTROLLING CUSTODIAN). See Chapter 6 for information on requesting relief from investigative and reporting responsibilities.

- Requests for extensions of MIR deadlines. Provide complete justification in detail. Preface the request with the phrase FOR (CONTROLLING CUSTODIAN). See Chapter 7 for information on requesting extensions of MIR deadlines.

- Information on progress of the mishap investigation. See paragraph 508.

- Location of aircraft/wreckage if different from mishap location.

- FAA notification required/date/time notified.
- Flight Data Recorder recovered/activity where forwarded/date/which traceable means used. See subparagraph 717c(8).
- PLAT Tape obtained/activity where forwarded/date/which traceable means used. See paragraph 718.
- Tower Tapes or recordings of air traffic control transmissions obtained/date.
- Status of all previously requested EIs.

8. JAG MANUAL INVESTIGATION. Always include the phrase: THIS MISHAP (DOES/DOES NOT) MEET THE REQUIREMENTS IN REF B FOR A JAG MANUAL INVESTIGATION. If appropriate, include the phrase: INVESTIGATION INITIATED (DATE) BY: (CONVENING AUTHORITY).

All class Alpha and Bravo meet the requirement for a JAG Investigation

Ref (o) states: When an aircraft mishap results in death or serious injury, extensive damage to Government property, or the possibility of a claim exists, by or against the Government, a JAGMAN fact-finding body shall be ordered to determine the cause and responsibility for the mishap, nature and extent of any injuries, description of all damage to property, and any attendant circumstances. These JAGMAN investigations are in addition to and separate from the aircraft accident safety investigations...

#### 9. POINTS OF CONTACT.

A. AIRCRAFT MISHAP BOARD. List the rank, name, and parent organization of the members of the AMB. List the membership as it was appointed in compliance with paragraph 207b or, if appropriate, list the membership as changed to comply with paragraph 207c. List all members, regardless of the degree of their participation in the mishap investigation. Enter (SENIOR MEMBER) following that officer's name. Include autovon and commercial telephone numbers for the senior member if it is anticipated that he/she will be available to answer telephone inquiries about the mishap.

- SENIOR MEMBER:

- AIRCRAFT OPERATIONS:

- AIRCRAFT MAINTENANCE:

- AVIATION SAFETY:

- FLIGHT SURGEON:

- .....etc.....

B. TELEPHONE INQUIRIES. Include this subparagraph if it is anticipated that the Senior Member of the AMB will not be able to answer telephone inquiries about the mishap and if the command releasing the message can be reached by telephone. List the individual designated to answer telephone inquiries and autovon and commercial telephone numbers. If embarked, so state.

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## OPERATIONS DEPARTMENT POST-MISHAP DUTIES

REVIEW ALL PRE-FORMATTED MESSAGE REPORTS FOR ACCURACY, THOROUGHNESS AND CORRECT ADDRESSEES.

IMPOUND THE FOLLOWING INFORMATION/RECORDS FOR SUBMISSION TO THE AMB SENIOR MEMBER. THE FOLLOWING ARE CONSIDERED MINIMUM:

- PILOT LOGBOOK(S)
- PILOT/AIRCREW TRAINING JACKET(S)/HEALTH RECORD(S)
- FLIGHT SCHEDULES, WEATHER BRIEF, BRIEF FORMS AND DD-175
- NOTAM REPORT ON ANY POTENTIALLY INVOLVED NAVAIR FACILITY/ AIRFIELD
- EXISTING AND FORECAST WEATHER AT THE TIME OF THE MISHAP
- ANY RECORD OF RADIO COMMUNICATIONS/VIDEO RECORDINGS/IFF TRACKING/ETC
- APPLICABLE STANDARD OPERATING PROCEDURES (SOP) AND SYLLABUS BRIEFING GUIDES
- PERTINENT NATOPS PUBLICATIONS, PERFORMANCE CHARTS AND ANY OTHER DOCUMENT THAT MAY PROVIDE NECESSARY TECHNICAL INFORMATION

DETERMINE WHETHER FAA FACILITIES WERE INVOLVED. IF REQUIRED, SUBMIT FAA NOTIFICATION REPORT.

UPON NOTIFICATION OF A MISHAP, VALIDATE THAT ALL REQUIRED REPORTS HAVE BEEN SUBMITTED AND OFFER REPRESENTATIVE INFORMATION. IF INACCURACIES EXIST, CORRECTIONS WILL BE SUBMITTED AS APPROPRIATE.

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## MAINTENANCE DEPARTMENT POST-MISHAP DUTIES

OBTAIN AND IMPOUND ALL MAINTENANCE RECORDS, LOGS AND DOCUMENTS PERTAINING TO THE MISHAP AIRCRAFT.

PROVIDE ESTIMATE OF DAMAGES, MAN-HOURS REQUIRED TO REPAIR AND COSTS FOR THE AIRCRAFT INVOLVED.

PROVIDE SUPPLEMENTAL PERSONNEL FOR THE SECURITY AND SALVAGE OF THE AIRCRAFT AS REQUIRED. ADDITIONALLY, PROVIDE FOR THE IDENTIFICATION, RETRIEVAL AND STATUS REPORTING FOR ALL CLASSIFIED EQUIPMENT, IF APPLICABLE.

CONDUCT TEAR DOWN, REMOVAL, INSPECTION, PACKING AND SHIPPING OF ANY AIRCRAFT PARTS AS REQUESTED.

SUBMIT REQUIRED REPORTS IN CASES WHERE A MATERIAL FAILURE OR MAINTENANCE DEFICIENCY IS INDICATED.

PROVIDE A HANDBOOK OF MAINTENANCE INSTRUCTIONS AND ILLUSTRATED PARTS BREAKDOWN FOR READY USE. PERSONNEL WILL CONDUCT NECESSARY LIAISON FOR COORDINATING TECHNICAL ASSISTANCE, FROM SOURCES INTERNAL OR EXTERNAL TO THE COMMAND, AS REQUIRED.

PROVIDE WEAPONS/EOD PERSONNEL WITH THE LOCATION OF ALL EXPLOSIVE CARTRIDGES/DEVICES FOR THE INVOLVED AIRCRAFT AND ASSIST AS REQUIRED/CAPABLE.

REQUEST PLANNING AND ESTIMATING (P&E) INSPECTIONS AS REQUIRED.

SUBMIT MAINTENANCE PUBLICATION PROCEDURE CHANGES RECOMMENDED BY THE AMB.

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## ADMIN DEPARTMENT POST-MISHAP DUTIES

PROVIDE EMERGENCY DATA RECORD INFORMATION TO THE COMMANDING OFFICER AND FORWARD PERSONNEL (SERVICE) RECORD(S) TO THE AMB.

ENSURE COMPLIANCE WITH REFERENCE (A) REGARDING CASUALTY REPORTING AND SEPARATION OF LEGAL INVESTIGATIONS IN THE EVENT OF AN AIRCRAFT ACCIDENT INVOLVING A DEATH, MISSING PERSON OR SERIOUS INJURY.

PREPARE OR PROVIDE THE FOLLOWING ADMINISTRATIVE ITEMS FOR THE COMMANDING OFFICER PER APPLICABLE DIRECTIVES:

- CASUALTY REPORTS/ASSIGNMENT OF CACO
- NOTIFICATION OF PRIMARY/SECONDARY NEXT OF KIN (PNOK/SNOK)
- INJURY REPORTS
- JAG INVESTIGATION CONVENING LETTER
- DRAFT LETTER TO NOK

PROVIDE CLERICAL ASSISTANCE AND ADMINISTRATIVE MATERIALS AS REQUIRED.

PREPARE AND ISSUE NECESSARY ORDERS FOR THOSE PERSONNEL PERFORMING TRAVEL IN RESPONSE TO OR ASSOCIATED WITH THE MISHAP AND ITS INVESTIGATION.

COMPLY WITH THE ADMINISTRATIVE PROCEDURES GOVERNING CLAIMS, RELEASE OF INFORMATION, PROHIBITED USE OF REPORTS, JAG MANUAL INVESTIGATIONS AND SECURITY CLASSIFICATION.

ENSURE THE PUBLIC AFFAIRS MESSAGE HAS BEEN TRANSMITTED AND THAT NAS PAO HAS BEEN NOTIFIED OF THE MISHAP.

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## SAFETY DEPARTMENT POST-MISHAP DUTIES

SERVE AS A MEMBER OF THE AMB AND, AS NECESSARY, ASSIST THE SENIOR MEMBER WITH ALL INVESTIGATIVE REQUIREMENTS.

MAINTAIN AND PROVIDE THE AMB MEMBERS GOVERNING PUBLICATIONS AND INSTRUCTIONS TO ASSIST AND GUIDE THEM IN THE MISHAP AND REPORTING.

PROCEED TO THE SCENE OF THE MISHAP UNLESS OTHERWISE DIRECTED BY THE SENIOR MEMBER.

ASSIST THE SENIOR MEMBER, OTHER AMB MEMBERS AND WATCH OFFICERS IN THE ORGANIZATION, SUPERVISION AND COORDINATION OF EFFORTS REQUIRED TO ACCOMPLISH ALL FACTS OF THE MISHAP INVESTIGATION AND SUBSEQUENT REPORTS.

MONITOR CORRECTIVE ACTIONS ASSIGNED BY THE AMB OR OTHER SOURCES.

COMPILE AND MAINTAIN MISHAP STATISTICS, HAZARD REPORTS AND OTHER SAFETY RELATED INFORMATION AS DIRECTED.

LIASON WITH SAFETY CENTER PERSONNEL FOR GUIDENCE AND ASSISTANCE WITH MISHAP INVESTIGATION IF NECESSARY.

SUBMIT CHANGES TO NATOPS OR OTHER OPERATIONAL PUBLICATIONS AS RECOMMENDED BY THE AMB.

SAFTEY CENTER PHONE NUMBERS:

ACCIDENT INVESTIAGTION GROUP -	001-1-804-444-3321/6113
F/A-18 ANALYST-	001-1-804-444-6350/6118
AVIATION SAFETY DIRECTOR-	001-1-804-444-6856
	(AUTOVON PREFIX 564)

Verified: \_\_\_\_\_

TAB-27D

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## **HAZMAT**

1. Notify the Base CDO of the Materials Hazardous to the environment that were onboard the aircraft as follows. If available, provide confirmation of HAZMAT release, fire and/or explosion.

2. Graphite or carbon/epoxy composite materials. The inhalation of graphite composite fibers resulting from aircraft fires and/or aircraft material damage may be harmful to personnel. Wear a cartridge-type respirator and goggles when exposed to these materials, and , in addition, wear close weave cotton gloves when handling these materials.

**NOTE:** It is recommended that assistance of industrial hygiene/safety personnel be requested to provide specific information regarding hazards to personnel regarding cleanup

a. Spray MIL-C-81309, Type II, on damaged composite surfaces. This will prevent the spread of graphite fiber contamination by causing the fibers to stick together and to the damaged surface. Cover damaged surfaces with plastic and tape securely.

b. Aircraft, facilities, clothing and equipment that have been exposed to debris from the aircraft fire must be vacuumed and/or washed down prior to reuse or movement into a ship's interior.

c. Decontamination of the immediate area of the aircraft wreckage may require vacuuming, washing, and bagging, of composite material fragments. Use a sealed industrial vacuum, store collected debris in sealed plastic bags for the accident investigation. Dispose in accordance with applicable regulations when so directed by the investigation team.

d. If wrapping and secure taping of the aircraft wreckage is not possible, transporting the wreckage must be planned, bypassing heavily populated and industrial areas. Aircraft parked along the planned route must have their canopies and access doors closed and engine inlet and exhaust covered. In addition, the doors and windows of surrounding buildings should be closed to minimize the probability of having wind-blown fibers enter areas containing electrical and electronic equipment.

3. Boron/tungsten composite materials. The extinguishment, containment, and cleaning practices for boron fibers are the same as those for carbon/graphite fibers, as outlined in paragraph 9-6.5.2.

COMMANDER STRIKE FIGHTER WING PACIFIC  
HAZARD COMMUNICAITON, PRE-MISHAP  
HAZARDOUS MATERIAL LISTING  
F/A-18 AIRCRAFT

NOMENCLATURE OR COMMON NAME OF PRODUCT	MILITARY SPECIFICATION OR PART NUMBER	N ATIONAL S TOCK N UMER NSN	QUANTITY OF MATERIAL IN SERVICEABLE AIRCRAFT	HAZARDOUS CHARACTERISTIC OF THIS PRODUCT
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**Initial Notification**

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